

Revised April 20, 2012

Employees' Manual
Title 14
Chapter C(1)

FAMILY PLANNING WAIVER SYSTEM



Iowa Department
of Human Services

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Overview

The Family Planning Waiver (FPW) system is a web-based data processing system designed to allow family planning clinic workers and Department income maintenance (IM) workers to enter client information to determine eligibility for Medicaid Iowa Family Planning Network (IFPN) benefits.

Most screens and case actions are the same or very similar for clinic workers and IM workers. Differences are noted in the text or separate instructions are given.

The FPW system can interface with the Department's Automated Benefit Calculation (ABC) system to:

- ◆ Request verification for citizenship and identity through the automated Social Security Validation Enumeration System (SVES) and
- ◆ Issue notices concerning approvals, denials, and cancellations.

Workers can also use the FPW system to view existing member information and close an IFPN case.

Accessing the FPW System

Procedures for accessing the FPW system are different for clinic staff and Department staff.

Clinic Staff

Obtain a user name and password from the IFPN help desk.

Step	Action
1	From your computer desktop, double click on your Internet browser icon.
2	Enter https://secureapp.dhs.state.ia.us/fpw to get to the Family Planning Waiver Login page.

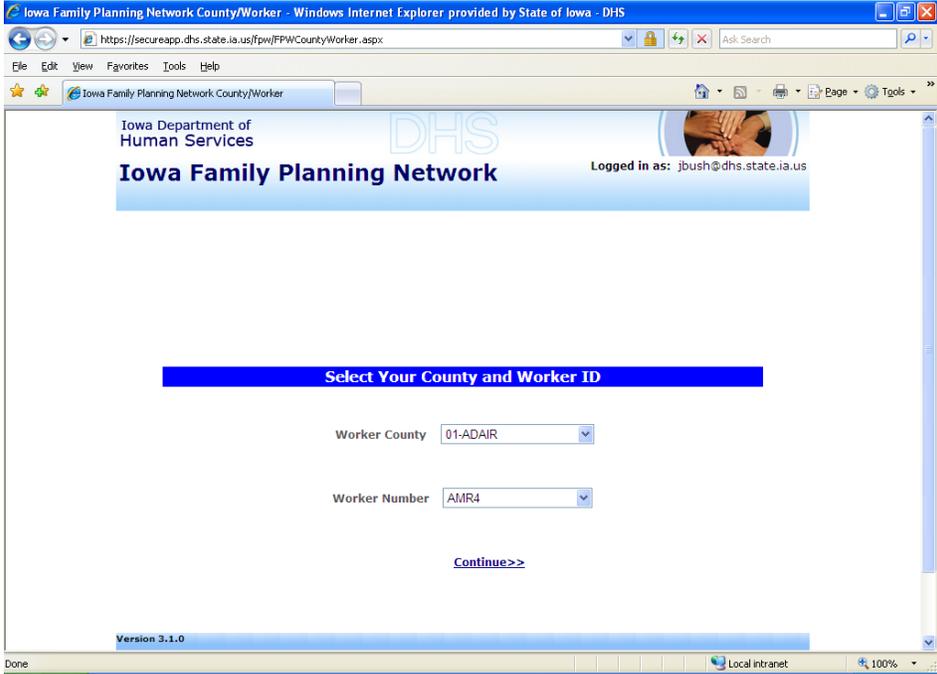
Department Staff

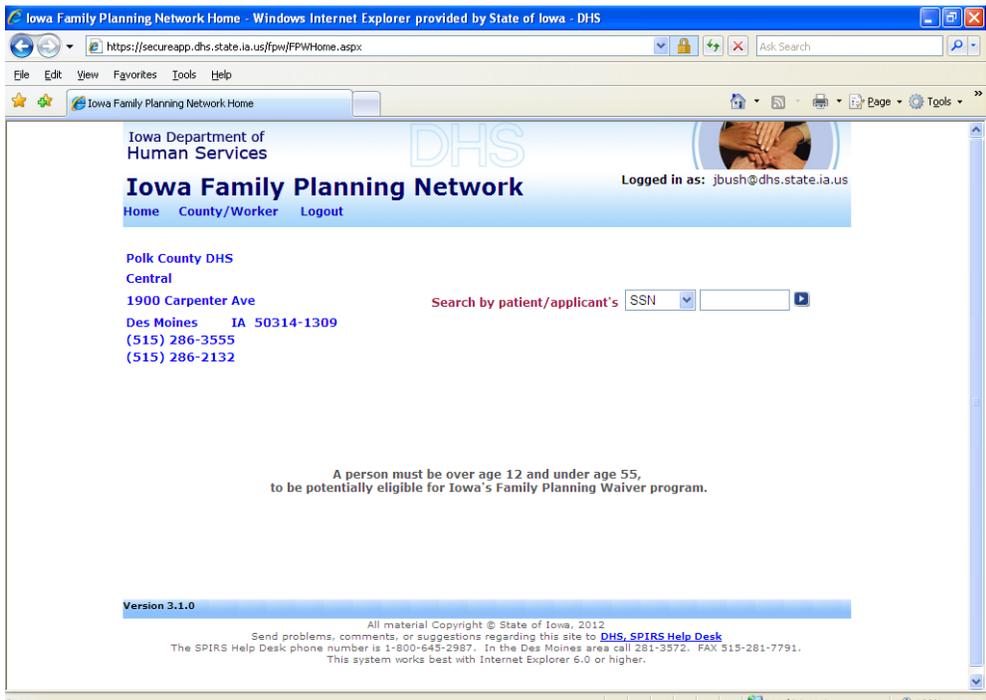
Follow normal security procedures to request access for a new Department employee or to remove someone's access from the FPW system.

To reset a password or change a login ID, contact the DHS, SPIRS Help Desk.

Department staff use the following procedure to access the FPW system.

Step	Action
1	From your computer desktop, double click the Internet Explorer icon.  Internet Explorer
2	If the Home – Field IM Staff is your home page, proceed to Step 3. If not, enter the address to go to that page. To do this, type http://dhssp/fo/IM/default.aspx into the address box of the EXPLORER ADDRESS field and press the ENTER key.
3	From the Home – Field IM Staff, click on the FPW-Family Planning Waiver link to display the login web page for the FPW system.
4	Enter your user name and password. <ul style="list-style-type: none">◆ Your user name is your DHS email address (first letter of your first name and the first six letters of your last name).◆ Your password is the same password you use to sign in to the network. When you change your network password, you will need to use your new network password to sign in to the FPW system. NOTE: Do not check the box "Save this password in your password list."

Step	Action
5	<p>Click "Sign In" to display the FPW County/Worker page. Using the drop-down boxes, select your worker county and number and click CONTINUE.</p> 

Step	Action
6	<p>After selecting your worker county and number, the FPW Home page will display.</p>  <p>The screenshot shows a web browser window with the URL https://secureapp.dhs.state.ia.us/fpw/FPWHome.aspx. The page header includes the Iowa Department of Human Services logo and the text 'Iowa Family Planning Network'. A navigation menu contains 'Home', 'County/Worker', and 'Logout'. The main content area displays 'Polk County DHS' with the address '1900 Carpenter Ave, Des Moines IA 50314-1309' and phone numbers '(515) 286-3555' and '(515) 286-2132'. A search bar is labeled 'Search by patient/applicant's' with a dropdown menu set to 'SSN'. A central message reads: 'A person must be over age 12 and under age 55, to be potentially eligible for Iowa's Family Planning Waiver program.' The footer contains 'Version 3.1.0', copyright information for the State of Iowa (2012), and contact details for the DHS SPIRS Help Desk.</p>

Menu Choices

There are two main menu choices for clinic staff and three choices for Department staff. The links appear on the left side of the page. To access the area in which you want to proceed, click on the applicable page link. The menu choices are:

- ◆ **FPW HOME PAGE.** This link takes you to the page that allows you to search for a client by entering a:
 - Social security number, or
 - State identification number
- ◆ **COUNTY/WORKER PAGE.** The County/Worker page is the first page Department staff see when entering the system. You can process further by selecting your worker county or number or you can log out. (This option does not appear on screens displayed to family planning clinic staff.)
- ◆ **LOGOUT.** Clicking on the **LOGOUT** link will return clinic staff to the Login page.

Clicking on the **LOGOUT** link will return Department staff to the Home – Field IM Staff. You will not actually be logged out of the FPW system. You will be able to use the FPW system without logging back in.

Be sure that you are actually logged out of the system before leaving your computer. To log out of the FPW system, click on the 'X' in the top right corner of your screen.

NOTE: The **FPW HOME PAGE** and **COUNTY WORKER PAGE** links are not available until you have signed in and reached the FPW Home page.

Page 6 is reserved for future use.

Information Screens

The FPW system consists of seven information screens, which are used to search, assign a state identification number, edit and enter client information, and deny or cancel cases.

In addition, the FPW system can request verification for citizenship and identity through the automated Social Security Validation Enumeration System (SVES) with the Social Security Administration (SSA).

When you are logged in to the FPW system, all of the pages listed in this section will contain information concerning your worker number and county, and your office name and address and office phone and fax numbers will be displayed in the upper right portion of the screen.

The SEARCH function is also available on the following screens:

- ◆ [Search Results](#),
- ◆ [Search Results Edit](#),
- ◆ [Assigning a State ID](#),
- ◆ [Case Information/Non-Financial Eligibility](#),
- ◆ [Cancel a Case](#), and
- ◆ [Deny an Application](#).

You can perform a search from any of these screens by selecting 'SSN' or 'State ID' in the drop-down box, entering the identifier (social security number or state identification number) in the identifier field, and clicking the arrow icon or pressing ENTER.

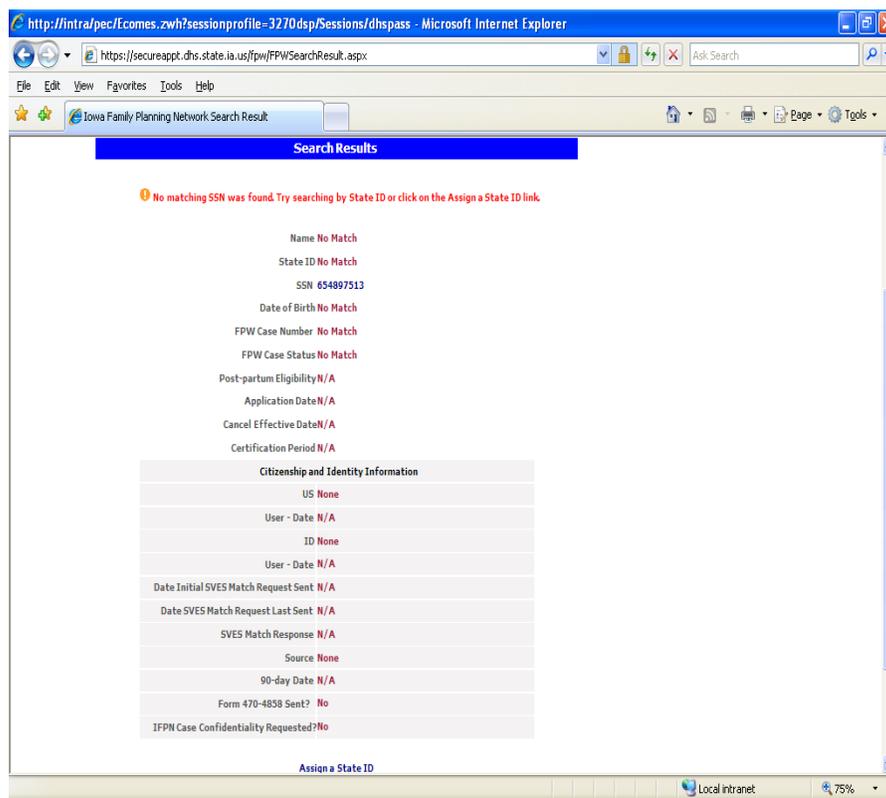
Search Results

When you search for client information, you will be taken to a Search Results page.

If the search was successful, you will be able to view and enter case and nonfinancial eligibility information or cancel the case.

If your search is unsuccessful, you will either be able to search by the other identifier or assign a state identification number.

The following page will be displayed based on whether you searched by social security number or state identification number:



If a match is found, the following page will be displayed:

Search Results

 A match was found. Click on the appropriate link to work with the case record.

Name [Test Manual](#)
State ID [317300II](#)
SSN [654897513](#)
Date of Birth [05/25/1977](#)
FPW Case Number [A273889600](#)
FPW Case Status [Denied](#)
Post-partum Eligibility [N/A](#)
Application Date [02/10/2012](#)
Cancel Effective Date [N/A](#)
Certification Period [N/A](#)

Citizenship and Identity Information	
	US D - BIRTH CERTIFICATE
User - Date	FAO229 - 12/7/2006
	ID D - DRIVERS LICENSE
User - Date	FAO229 - 12/7/2006
Date Initial SVES Match Request Sent	N/A
Date SVES Match Request Last Sent	N/A
SVES Match Response	N/A
Source	None
90-day Date	N/A
Form 470-4858 Sent?	No
IFPN Case Confidentiality Requested?	No

[Case Information/Non-financial Eligibility](#) | [Edit](#) | [Replacement Card](#) | [Denial](#)

The fields listed below are always displayed on the Search Result page. If the search was unsuccessful, then "No Match" appears in all of the fields except for the IDENTIFIER field used in the search.

- ◆ **NAME** displays the person's name, if found.
- ◆ **STATE ID** displays the person's state identification number.
- ◆ **SSN** displays the person's social security number.
- ◆ **DATE OF BIRTH** displays the person's date of birth, if found.
- ◆ **FPW CASE NUMBER** displays the case number assigned on the FPW system or will state "Not Assigned" if the person was never previously approved or denied for FPW.
- ◆ **FPW CASE STATUS** displays the case status. Case status may be "N/A," "approved," "denied," or "canceled."
- ◆ **POST-PARTUM ELIGIBILITY** displays the person's IFPN eligibility when created by FPW system. The field displays "yes," if the woman was automatically redetermined to IFPN due to a pregnancy ending while she was receiving Medicaid. The field will display "N/A" if the person is no longer eligible or is eligible but not due to an ended pregnancy while Medicaid-eligible.
- ◆ **APPLICATION DATE** displays the date the application was filed and received at DHS or clinic.
- ◆ **CANCEL EFFECTIVE DATE** displays the effective date of cancellation.
- ◆ **CERTIFICATION PERIOD** displays the dates the certification period starts and ends.
- ◆ **CITIZENSHIP AND IDENTITY INFORMATION** displays the following information:
 - How citizenship and identity was verified (see us and ID fields).
 - The SVES response, "+" for consistent match and "-" for inconsistent match.
 - 90-day tracking (date the 90-day period expires).
 - Issuance of form 470-4858, *Request for Verification of Citizenship and Identity* (yes or no).

When the search was unsuccessful, the page shows a link to the **Assign a State ID** screen. (See [screenshot](#) on page 8.)

If a match is found then, the following links may be seen:

- ◆ **CASE INFORMATION/NON-FINANCIAL ELIGIBILITY** appears every time there is a match.
- ◆ **QUICK CANCEL** appears if the client has been previously approved and is active on the FPW system.
- ◆ **QUICK DENIAL** appears if the client has been previously canceled or denied on the FPW system.

Search Results Edit

The **Search Results Edit** screen allows you to edit and update the following information:

- ◆ Name,
- ◆ Date of birth, and/or
- ◆ Gender.

1900 Carpenter Ave
Des Moines IA 50314-1309
(515) 286-3555
(515) 286-2132

Search by patient/applicant's SSN

Search Results Edit

Case Status **Cancelled**
Case Number **L137959600**

State ID **3160151D**

* Last Name
* First Name
Date of Birth January / 3 / 2000
* Sex --Select One--
* How was citizenship verified? --Select One--
* How was identity verified? --Select One--
Do you want to request a SVES match? Yes No

Address Information

Only enter the number of the apartment floor.

NOTE: If the SVES match comes back inconsistent because of an incorrect entry for name, date of birth or gender, make the appropriate entries to correct or update the information. Resend the SVES request by answering "yes" to question "Do you want to request a SVES match?"

Assigning a State ID

Family planning clinic staff use the **Assign a State ID** screen to obtain and assign a state identification number for a client who is not on the system. (IM workers should search for and create state identification numbers for applicants on the ST01 screen before entering the FPW system.)

Central
1900 Carpenter Ave
Des Moines IA 50314-1309
(515) 286-3555
(515) 286-2132

Search by patient/applicant's SSN

Assign a State ID

* required fields

* Last Name Do not use spaces or punctuation.

* First Name Do not use spaces or punctuation. If the person has only one name, enter 'Unknown'.

* Sex --Select One--

* Date of Birth January / 1 / 1957

* SSN 654 - 89 - 7513 Do not enter all 9's or 0's (zeros).

<<Previous | Continue>>

Version 3.1.0

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Send problems, comments, or suggestions regarding this site to [DHS, SPIRS Help Desk](#).
The SPIRS Help Desk phone number is 1-800-645-2987. In the Des Moines area call 281-3572. FAX 515-281-7791.
This system works best with Internet Explorer 6.0 or higher.

The following fields are found on this page:

- ◆ **LAST NAME** is used to enter the applicant's last name.
- ◆ **FIRST NAME** is used to enter the applicant's first name.
- ◆ **SEX** is used to select the applicant's gender.
- ◆ **DATE OF BIRTH** is used to enter the applicant's date of birth.
- ◆ **SSN** is used to enter the applicant's social security number.

This page also contains the links <<**PREVIOUS** and **CONTINUE**>>.

Case Information/Non-Financial Eligibility

The **Case Information/Non-Financial Eligibility** screen contains six sections:

- ◆ **APPLICATION DATE INFORMATION,**
- ◆ **PERSON INFORMATION,**
- ◆ **ADDRESS INFORMATION,**
- ◆ **NON-FINANCIAL INFORMATION,**
- ◆ **DEMOGRAPHIC INFORMATION,** and
- ◆ **GENERAL INFORMATION.**

You will need to scroll on this screen to view all of the sections and information.
(See the next four screen illustrations.)

NOTE: If a case has already been approved, you will receive a pop-up message stating, "This case has previously been approved. You will only be able to view this information." Click ok.

1900 Carpenter Ave
Des Moines IA 50314-1309
(515) 286-3555
(515) 286-2132

Search by patient/applicant's SSN

Case Information/ Non-Financial Eligibility

* required fields

Application Date Information

* APPLICATION DATE / / CASE NUMBER

* Select the reason why this application wasn't processed within 30 days:

--Select One--

Person Information

State ID 31730011
Last Name TESTING
First Name MANUAL
MI
Date of Birth 01/27/1977
Sex M
SSN 654897513

Address Information

Sex M
SSN 654897513

Address Information

Mailing Address 1 Only enter the number of the apartment, floor, building, room, etc. Do not use the # sign.

* Mailing Address 2 If street address and PO Box must be used, enter PO Box in Mailing Address 1 and street address in Mailing Address 2. Do not use the % sign. Do not use punctuation.

* City Do not use punctuation.

* State IA

* Zip Code -

Message Phone Number ()

The screenshot shows a web browser window titled "Iowa Family Planning Network Nonfinancial Eligibility - Windows Internet Explorer provided by State of Iowa - DHS". The address bar shows the URL "https://secureappt.dhs.state.ia.us/fpw/FPWNonFinancial.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows several open tabs: "http://intra/pec/...", "Family Planning ...", "Iowa Family ...", and "Income Mainten...".

The main content area displays a form titled "Non-Financial Information" with the following questions and input fields:

- Is this person a resident of Iowa?** Yes No
- County of residence:
- Is the patient/client currently covered under HAWK-1?** Yes No
- Is the patient/client currently receiving Medicaid? Yes No
- Has the patient/client provided all required information/verification other than citizenship and identity?** Yes No
- Does the patient/client have health insurance?** Yes No
- Can the patient/client claim the confidentiality clause for not providing health insurance information and/or claim the confidentiality clause if the patient/client is fearful of the consequences?** Yes No
- Is the patient/client pregnant?** Yes No
- Is this person eligible due to pregnancy ending while on Medicaid? Yes No
- What date did the pregnancy end? / /
- Is the patient/client a US Citizen?** Yes No
- Has the patient/client proven citizenship? Yes No
- How was citizenship verified?
- Does the patient/client have proof of identity? Yes No
- How was identity verified?
- Do you want to request a SVES match?** Yes No

The status bar at the bottom of the browser shows "Done", "Local intranet | Protected Mode: Off", and a zoom level of "100%".

Did the patient/client legally enter the United States? Yes No

Record date of entry shown on Permanent Resident Card or any legal immigration document:
[] / [] / []

Must the patient/client meet the 5-year bar requirement? Yes No

Is the patient/client a Qualified Alien? Yes No

Is the patient/client requesting the case to be confidential? Yes No

Demographic Information

Race/Ethnicity

- Hispanic/Latino
- White
- Black or African American
- Asian
- American Indian or Alaskan Nat
- Hawaiian or Pacific Islander

You may make up to six (6) different selections. Press the Ctrl key while you click on each selection.

General Information

Primary Care Referral? Yes No

[<<Previous](#) | [RESET](#)

Version 20140205.7.6

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or call 1-877-347-1633. In the Des Moines area call 281-0504.
This system works best with Internet Explorer 6.0 or higher.

Application Date Information

The **APPLICATION DATE INFORMATION** section contains the following two fields:

- ◆ **APPLICATION DATE** is used to select the application date. It displays the current day's date.
- ◆ **CASE NUMBER** will display the FPW case number if the case has been previously submitted through the FPW system.
- ◆ **SELECT THE REASON WHY THIS APPLICATION WASN'T PROCESSED WITHIN 30 DAYS** is use to explain why an application was processed late.

1900 Carpenter Ave
Des Moines IA 50314-1309
(515) 286-3555
(515) 286-2132

Search by patient/applicant's SSN

Case Information/ Non-Financial Eligibility

Application Date Information * required fields

* APPLICATION DATE January / 29 / 2011 CASE NUMBER

* Select the reason why this application wasn't processed within 30 days:

--Select One--
--Select One--
Grace period reprocessing
Waiting on citizenship/identity verification
Agency error
Client/patient requested an extension
30th day fell on a weekend or state holiday

First Name MANUAL
MI
Date of Birth 01/27/1977
Sex M
SSN 654897513

Address Information

Person Information

The **PERSON INFORMATION** section displays the following fields and information:

- ◆ **STATE ID** displays the client's state identification number.
- ◆ **LAST NAME** displays the client's last name.
- ◆ **FIRST NAME** displays the client's first name.
- ◆ **MI** displays the first initial of the client's middle name.
- ◆ **DATE OF BIRTH** displays the client's date of birth.
- ◆ **SEX** displays the client's gender.
- ◆ **SSN** displays the client's social security number.

Address Information

The **ADDRESS INFORMATION** section initially displays client address information imported from the ABC system if the person has been active on ABC. Review the information to make sure it is correct.

If the address is not correct, change it before submitting the case for approval. (Correcting the address in the FPW system will not correct the address in the ABC system.) Once a case is approved, contact the SPIRS Help Desk for assistance in changing the information.

- ◆ **HOME ADDRESS 1** is the apartment or building where the client lives.
- ◆ **HOME ADDRESS 2** is the street address where the client lives.
- ◆ **CITY** is the city where the client resides.
- ◆ **STATE** is the state where the client resides.
- ◆ **ZIP CODE** is the zip code of the living address for client.
- ◆ **MESSAGE PHONE NUMBER** is an alternate number for messages for the client.

Non-Financial Information

The **NON-FINANCIAL INFORMATION** section consists of 22 questions. Answer the questions by:

- ◆ Clicking "yes" or "no" circle,
- ◆ Selecting answer from list box options, or
- ◆ Entering a date.

The questions are as follows:

- ◆ Is this person a resident of Iowa?
- ◆ County of residence.
- ◆ Is the patient/client currently covered under **hawk-i?**
- ◆ Is the patient/client currently receiving Medicaid?
- ◆ Has the patient/client provided all required information/verification other than citizenship and identity?
- ◆ Does the patient/client have health insurance?

- ◆ Can the patient/client claim the confidentiality clause for not providing health insurance information and/or claim the confidentiality clause if the patient/client is fearful of the consequences?
- ◆ Is the patient/client pregnant?
- ◆ Is this person eligible due to pregnancy ending while on Medicaid? NOTE: This question cannot be answered unless the previous question is answered "no."
- ◆ What date did the pregnancy end? NOTE: The date cannot be entered unless the previous question is answered "yes." This question does not appear on the family planning clinic screen.
- ◆ Is the patient/client a U.S. citizen?
- ◆ Has the patient/client proven citizenship?
- ◆ How was citizenship verified? NOTE: This question cannot be answered unless the US citizen question is answered "yes." For information on ABC codes for the US field, see [14-B-Appendix](#), [TD03 US](#).
- ◆ Does the patient/client have proof of identity?
- ◆ How was identity verified? NOTE: This question cannot be answered unless the US citizen question is answered "yes." For information on ABC codes for the ID field, see [14-B-Appendix](#), [TD03 ID](#).
- ◆ Do you want to request a SVES match?
- ◆ Did the patient/client legally enter the United States?
- ◆ Record date of entry shown on permanent resident cards or any legal immigration document.
- ◆ Must the patient/client meet the five-year bar requirement?
- ◆ Is the patient/client a Qualified Alien? NOTE: This question cannot be answered unless the US citizen question is answered "no."
- ◆ Is the patient/client requesting the case to be confidential?

Demographic Information

The **DEMOGRAPHIC INFORMATION** section contains a list box that allows you to select up to six types of race or ethnicity. The selections are:

- ◆ Hispanic/Latino
- ◆ White
- ◆ Black or African American
- ◆ Asian
- ◆ American Indian or Alaskan National
- ◆ Hawaiian or Pacific Islander

General Information

The **GENERAL INFORMATION** section contains one question, "Primary Care Referral?" Check "Yes" if it is known the woman has other health care issues and you have provided her with the *Primary Care Access* pamphlet.

The Case Information/Non-Financial Eligibility page contains the following links:

- ◆ << **PREVIOUS** is used to return to the previous page.
- ◆ **RESET** is used to discard changes and return to previously stored information.
- ◆ **CONTINUE>>** is used to move to the **Family Planning Worksheet** screen.

Family Planning Worksheet

The **Family Planning Worksheet** screen is used to enter the household's countable income and deductions and family size. The screen contains several sections and subsections and is scrollable. See the following four screen illustrations.

Iowa Family Planning Network Worksheet - Windows Internet Explorer provided by State of Iowa - DHS

https://secureappt.dhs.state.ia.us/fpw/FPWWorksheet.aspx

File Edit View Favorites Tools Help

Iowa Family Planning Network Worksheet

Family Planning Worksheet

* required fields

Patient/applicant name: **MANUAL TESTING** Case Number: **Not Assigned**

I. PATIENT/APPLICANT'S INCOME

Unearned Income

***If no income, click [here](#) to skip to III. RESULT

Monthly Total

Unemployment \$

Social Security \$

Child Support \$

Other, list what: \$

Earned Income

Employer's Name:

Date Paid	Gross	Tips	Total
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Patient/applicant's total gross earned income \$

Done Local intranet 80%

Iowa Family Planning Network Worksheet - Windows Internet Explorer provided by State of Iowa - DHS

https://secureappt.dhs.state.ia.us/fpw/FPWWorksheet.aspx

File Edit View Favorites Tools Help

Iowa Family Planning Network Worksheet

Date Paid	Gross	Tips	Total
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Patient/applicant's total gross earned income \$

SECTION A

* Total earned income \$

* 20% earned income deduction

* Allowable adult or child care Child Care - you may enter up to \$200/mo for each child under age 2 or \$175/mo for each child over age 2

* Total unearned income +

* Any payments made for court-ordered child support, alimony, or spousal support

* Patient/Applicant's countable income \$

Done Local intranet 100%

Iowa Family Planning Network Worksheet - Windows Internet Explorer provided by State of Iowa - DHS

https://secureappt.dhs.state.ia.us/fpw/FPWWorksheet.aspx

Iowa Family Planning Network Worksheet

II. SPOUSE'S INCOME

Unearned Income

	Monthly Total
Unemployment	\$ <input type="text"/>
Social Security	\$ <input type="text"/>
Child Support	\$ <input type="text"/>
Other, list what:	\$ <input type="text"/>
<input type="text"/>	

Earned Income

Employer's Name:

Date Paid	Gross	Tips	Total
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Spouse's total gross earned income \$

SECTION B

* Total earned income \$

Iowa Family Planning Network Worksheet - Windows Internet Explorer provided by State of Iowa - DHS

https://secureappt.dhs.state.ia.us/fpw/FPWWorksheet.aspx

Iowa Family Planning Network Worksheet

* Any payments made for court-ordered child support, alimony, or spousal support

* Spouse's countable income \$

III. RESULT

* Family Size: enter to complete calculation Total countable income: \$

Percent of poverty level: % Income Limit: \$

IV. ELIGIBILITY DETERMINATION

Date Application Received: **2/10/2012** State ID: **31730011**

Decision: **Approved** Start Date: / /

Today's Date: **2/10/2012** Completed By: **JESSICA SPARKS**

[<<Previous](#) | [Continue>>](#)

Version 3.1.0

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 The SPIRS Help Desk phone number is 1-800-645-2987. In the Des Moines area call 281-3572. FAX 515-281-7791.
 This system works best with Internet Explorer 6.0 or higher.

Patient/Applicant's Income

The section **PATIENT/APPLICANT'S INCOME** is divided into three subsections:

- ◆ The **UNEARNED INCOME** section contains fields to enter the following types of unearned income:
 - **UNEMPLOYMENT** is used to enter the monthly total of unemployment received by the client.
 - **SOCIAL SECURITY** is used to enter the monthly total of social security benefits received by the client.
 - **CHILD SUPPORT** is used to enter the monthly total of child support received by the client.
 - **OTHER** is used to enter the type of other income and the monthly total of other income received by the client.
- ◆ The **EARNED INCOME** section is used to record Employment information and wages. It contains the following fields:
 - **EMPLOYER'S NAME** is used to enter the name of the client's employer.
 - **DATE PAID** is used to enter the month, day, and year when the client received the earned income.
 - **GROSS** is used to enter the client's gross countable earned income for each date paid.
 - **TIPS** is used to enter the applicant's total tip income for each date paid.
 - **TOTAL** displays the system-generated total gross countable earned and tip income for each date paid.
 - **PATIENT/APPLICANT'S TOTAL GROSS EARNED INCOME** displays the system-generated total monthly gross countable income received by the client.

- ◆ **SECTION A** is used to enter and calculate allowable deductions. It contains the following fields:
 - **TOTAL EARNED INCOME** displays the system-generated monthly countable earned income received by the client.
 - **20% EARNED INCOME DEDUCTION** displays the system-generated deduction.
 - **ALLOWABLE ADULT OR CHILD CARE** is used to enter the allowable monthly amount of adult or child care expense incurred by the client.
 - **TOTAL UNEARNED INCOME** displays the system-generated the total of the unearned income previously entered.
 - **ANY PAYMENTS MADE FOR COURT-ORDERED CHILD SUPPORT, ALIMONY, OR SPOUSAL SUPPORT** is used to enter the allowable monthly amounts of these types of payments paid by the client.
 - **PATIENT/APPLICANT'S COUNTABLE INCOME** is system generated and displays the total countable monthly income for the client.

Spouse's Income

The **SPOUSE'S INCOME** section includes subsections **UNEARNED INCOME**, **EARNED INCOME**, and **SECTION B**. The field names and descriptions correspond to those listed under [Patient/Applicant's Income](#).

Result

The **RESULT** section contains the following four fields:

- ◆ **FAMILY SIZE** is used to enter the total number of persons included in the client's household size.
- ◆ **TOTAL COUNTABLE INCOME** displays the system-generated total countable income.
- ◆ **PERCENT OF POVERTY LEVEL** displays the system-generated household poverty level.
- ◆ **INCOME LIMIT** displays the system-generated maximum income limit based on the client's household size.

Eligibility Determination

Entries in the fields in the **ELIGIBILITY DETERMINATION** section are all system-generated. The fields are as follows:

- ◆ **DATE APPLICATION RECEIVED** displays the application date entered by the worker on the **Case Information/Non-Financial Eligibility** screen.
- ◆ **STATE ID** displays the client's state identification number.
- ◆ **DECISION** displays either "Approved" or "Denied" to indicate the client's eligibility, based on the family size that has been entered.
- ◆ **START DATE** shows the first date of eligibility under the Family Planning Waiver.
- ◆ **TODAY'S DATE** displays the current day's date.
- ◆ **COMPLETED BY** displays the worker's name.

Two links are located at the bottom of the **Family Planning Worksheet**:

- ◆ **<<PREVIOUS** returns you to the previous screen.
- ◆ **CONTINUE>>** takes you to the **Family Planning Waiver Eligibility Summary** screen.

Family Planning Waiver Eligibility Summary

The **Family Planning Waiver Eligibility Summary** allows a final review of the information entered by the worker. This is a scrollable screen. See the following screen illustrations.

Family Planning Waiver Eligibility Summary

FPW Case Name	FPW Case Number	FPW Aid Type
JANE DOE	Not Assigned	90-6 - Family Planning Waiver

Today's Date	Application Date	Completed By:
3/27/2015	3/1/2015	Worker Number - klin
Approval Date	Start Date	Worker County -
3/27/2015	3/1/2015	Worker Phone Number - ()-

This application was not processed within 30 days because: N/A

Review Date	
2/1/2016	

Denial/Cancel Date	Medicaid Provider #
N/A - Approved	N/A

Denial/Cancel Reason
N/A - Approved

State ID	Social Security Number	Date of Birth
2540782A	123 - 65 - 4789	11/10/1973

Sex	Race/Ethnicity	Primary Care Referral?
Female	Not Provided	No

Message Phone Number
Not Provided

Mailing Address 1 -
 Mailing Address 2 - 123
 City - main st
 State - IA
 Zip Code - 00000

Is this person a resident of Iowa? Yes
 County of residence: POLK
 Is the patient/client currently covered under HAWK-I? No
 Is the patient/client currently receiving Medicaid?
 Has the patient/client provided all required information/verification other than citizenship and identity? Yes
 Does the patient/client have health insurance? Yes

Iowa Family Planning Network Eligibility Summary - Windows Internet Explorer provided by State of Iowa - DHS
https://secureappt.dhs.state.ia.us/fpw/FPWEligibilitySummary.aspx

Can the patient/client claim the confidentiality clause for not providing health insurance information and/or claim the confidentiality clause if the patient/client is fearful of the consequences? **Yes**

Is the patient/client pregnant? **No**

Is this person eligible due to pregnancy ending while on Medicaid?
What date did the pregnancy end?

Is the patient/client a US Citizen? **Yes**

Has the patient/client proven citizenship? **Yes**

How was citizenship verified? **A - US PASSPORT**

Does the patient/client have proof of identity? **Yes**

How was identity verified? **A - US PASSPORT**

Do you want to request a SVES match?
Did the patient/client legally enter the United States?
Record date of entry shown on Permanent Resident Card or any legal immigration document:
Must the patient/client meet the 5-year bar requirement?
Is the patient/client a Qualified Alien?
Is the patient/client requesting the case to be confidential? **Yes**

Family Size - **1**

Income Limit - \$ **2918**

Total Countable Income - \$ **0**

Poverty Level - **0 %**

Prior Citizenship and Identity Information

Done Local intranet | Protected Mode: Off 100%

Iowa Family Planning Network Eligibility Summary - Windows Internet Explorer provided by State of Iowa - DHS
https://secureappt.dhs.state.ia.us/fpw/FPWEligibilitySummary.aspx

Prior Citizenship and Identity Information

US - **None**

User - Date - **N/A**

ID - **None**

User - Date - **N/A**

Date Initial SVES Match Request Sent - **N/A**

Date SVES Match Request Last Sent - **N/A**

SVES Match Response - **N/A**

Source - **None**

90-day Date - **N/A**

Form 470-4858 Sent? - **No**

IFPN Case Confidentiality Requested? - **No**

This is a snapshot of citizenship and identity information for this individual prior to submitting this application.

[<<Previous](#) | [Submit & Print NOD Now](#)

Done Local intranet | Protected Mode: Off 100%

This screen contains the following fields:

- ◆ **FPW CASE NAME** displays the family planning case name.
- ◆ **FPW CASE NUMBER** displays the family planning case number. NOTE: On cases that have not been previously approved, the case number is not assigned until after the information has been submitted for the first time.
- ◆ **FPW AID TYPE** displays the family planning case aid type.
- ◆ **TODAY'S DATE** displays the current day's date.
- ◆ **APPLICATION DATE** displays the application date.
- ◆ **APPROVAL DATE** displays the approval date.
- ◆ **START DATE** displays the date family planning waiver eligibility begins.
- ◆ **REVIEW DATE** displays the date of the next medical review.
- ◆ **DENIAL/CANCEL DATE** displays the date of denial or cancellation, if applicable.
- ◆ **DENIAL/CANCEL REASON** displays the reason for denial or cancellation.
- ◆ **COMPLETED BY:** displays the worker's name.
- ◆ **WORKER NUMBER** displays the worker's number.
- ◆ **WORKER COUNTY** displays number of the worker's county.
- ◆ **WORKER PHONE NUMBER** displays the worker's phone number. NOTE: The worker's office and office address are displayed below the phone number field.
- ◆ **MEDICAID PROVIDER #** displays the Medicaid provider's number, if applicable.
- ◆ **STATE ID** displays the client's state identification number.
- ◆ **SOCIAL SECURITY NUMBER** displays the client's SSN.
- ◆ **DATE OF BIRTH** displays the client's date of birth.
- ◆ **SEX** displays the client's gender.
- ◆ **RACE/ETHNICITY** displays coding representing the client's race or ethnicity. Valid codes are:

H	Hispanic or Latino
W	White
B	Black or African American
A	Asian
I	American Indian or Alaska native
N	Native Hawaiian or other Pacific Islander

- ◆ **PRIMARY CARE REFERRAL?** displays whether or not a referral was made to the client for other health care services.
- ◆ **MESSAGE PHONE NUMBER** displays the client's message phone number, if known.
- ◆ **MAILING ADDRESS 1** displays the apartment or building information of the client's mailing address.
- ◆ **MAILING ADDRESS 2** displays the street address of client's mailing address.
- ◆ **CITY** displays the city of the client's mailing address.
- ◆ **STATE** displays the state of the client's mailing address.
- ◆ **ZIP CODE** displays the zip code of the client's mailing address.
- ◆ **NON-FINANCIAL ELIGIBILITY QUESTIONS** displays the answers entered by worker for each of the questions. If the question was not answered due to being inactive, no answer is visible for that particular question.
- ◆ **FAMILY SIZE** displays the client's family size.
- ◆ **INCOME LIMIT** displays the income limit for the selected family size.
- ◆ **TOTAL COUNTABLE INCOME** displays the total countable income for the client's household.
- ◆ **POVERTY LEVEL** displays the household's poverty level.

There are three links available at the bottom of the page. The choices are:

- ◆ <<PREVIOUS
- ◆ SUBMIT & PRINT NOD NOW
- ◆ SUBMIT & SYSTEM-GENERATE NOD

Deny an Application

You can access the **Deny an Application** screen by clicking on the QUICK DENIAL link on the Search Results page if an application has previously been denied or a family planning waiver case has previously been canceled. The FPW system will automatically take you to the **Deny an Application** screen when the system notes that a person is not eligible based on the information entered.

Iowa Family Planning Network Deny an Application - Windows Internet Explorer provided by State of Iowa - DHS

https://secureappt.dhs.state.ia.us/fpw/FPWDenial.aspx

Iowa Family Planning Network Deny an Application

(515) 286-2132

Deny an Application

* required fields

Name **MANUAL TESTING**

State ID **31730011**

FPW Case Number **Not Assigned**

* Application Date February / 10 / 2012

* Select the reason why this application wasn't processed within 30 days

--Select One--

Denial Date **2/10/2012**

Your Iowa Family Planning Network assistance is denied because

Your Iowa Family Planning Network application is still denied because

* Denial Reason --Select One--

<<Previous | Continue>>

Version 3.1.0

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The SPIRS Help Desk phone number is 1-800-645-2987. In the Des Moines area call 281-3572. FAX 515-281-7791.
This system works best with Internet Explorer 6.0 or higher.

Local intranet 100%

The following fields are contained on the **Deny an Application** screen:

- ◆ **NAME** displays the client's first and last name.
- ◆ **STATE ID** displays the client's state identification number.
- ◆ **FPW CASE NUMBER** displays the family planning waiver case number.
- ◆ **APPLICATION DATE** is used to enter the month, day, and year of the application.
- ◆ **DENIAL DATE** displays the current day's date.
- ◆ **DENIAL REASON** is used to select the applicable denial reason.

The following links are on this screen:

- ◆ <<PREVIOUS
- ◆ CONTINUE>>

Cancel a Case

If a case is currently active, you can access the **Cancel a Case** screen by clicking on the QUICK CANCEL link on the Search Results page.

Cancel a Case

Name: TURNING FORTYFIVE
State ID: 2487421B
FPW Case Number: A001059600
Cancel Date: 1/1/2006

Your Iowa Family Planning Network assistance has been canceled because

* Cancel Reason: select one

<<Previous | Continue>>

The following fields are contained on the **Cancel a Case** screen:

- ◆ **NAME** displays the client's first and last name.
- ◆ **STATE ID** displays the client's state identification number.
- ◆ **FPW CASE NUMBER** displays the family planning waiver case number.
- ◆ **CANCEL DATE** displays the effective date for the cancellation.
- ◆ **CANCEL REASON** is used to select the appropriate cancellation reason.

The following links are on this screen:

- ◆ <<PREVIOUS and
- ◆ CONTINUE>>

Family Planning Waiver Case Actions

Family planning waiver system case actions include:

- ◆ [Determining eligibility](#)
- ◆ [Assigning a state identification number](#)
- ◆ [Denying an application](#)
- ◆ [Canceling a case](#)

Determining Eligibility

The Family Planning Waiver system requires you to search using the client's social security number or state identification number to determine whether the person is already on the FPW system or information must be added. Use the following procedure:

Step	Action
1	On the FPW Home page, use the drop-down box to select either "SSN" or "State ID."
2	Enter the client's social security number or state identification number, as applicable. Click on the arrow icon  or press ENTER. This will display the Search Results page. If your match was successful, go to step 4.
3	If your search was unsuccessful, either search by the other identifier or click the ASSIGN A STATE ID link to go to the Assign a State ID screen. (See Assigning a State ID Number for instructions. After the state identification number is assigned, go to step 6.)
4	On successful matches, review the NAME, STATE ID, SSN and DATE OF BIRTH fields to verify this is the correct person information. If correct, go to step 5. If incorrect, go to step 1 and repeat the search, making sure the identifier is entered correctly.

Step	Action
5	<p>Once the correct person is found, select the appropriate link to continue. Links that may be displayed are:</p> <ul style="list-style-type: none"> ◆ CASE INFORMATION/NON-FINANCIAL ELIGIBILITY. Click this link to go to the Case Information/Non-Financial Eligibility screen to continue with determining eligibility. Go to step 6. ◆ QUICK DENIAL. Click this link to go to the Deny an Application screen. (See Denying an Application for more information.) ◆ QUICK CANCEL. Click this link to go to the Cancel a Case screen to cancel an active family planning case. (See Canceling a Case for more information.) <p>NOTE: IM workers will generally do searches on people who are on Medicaid. The message "This individual is currently receiving Medicaid benefits. You must deny this application." will appear on the search results page.</p> <p>Ignore this message if the client is a woman whose pregnancy terminated on or after February 1, 2006, while she was on Medicaid. Continue to the Case Information/Non-Financial Eligibility screen so the client can be approved for the family planning waiver.</p> <p>NOTE: If a case is active on the family planning waiver when the Case Information/Non-Financial Eligibility link is clicked, you will receive a pop-up message stating, "This case has previously been approved. You will only be able to view this information." Click ok to get rid of the message.</p> <p>Since you cannot enter any information on an active case, click on the <<PREVIOUS link to return to the Search Results page. If cancellation is needed, follow the instructions listed above.</p>
6	<p>On the Case Information/Non-Financial Eligibility screen, use the drop-down boxes to select the date of application.</p>
7	<p>Scroll down to the ADDRESS INFORMATION section and review any mailing address information imported from the ABC system. If the information is correct, go to step 8. If the information is incorrect or is not present, enter the necessary changes and then go to step 8.</p>
8	<p>Scroll to the NON-FINANCIAL INFORMATION section and answer each active question by selecting the appropriate answer or entering the applicable date.</p>

Step	Action
9	In the DEMOGRAPHIC INFORMATION section, select up to six descriptions of the client's race or ethnicity. To select more than one, press the CTRL key while you click on each selection. If race or ethnicity is unknown, do not answer.
10	In the GENERAL INFORMATION section, select "yes" or "no" to indicate whether or not the client was referred for other services.
11	<p>Click on the applicable link:</p> <ul style="list-style-type: none"> ◆ Use <<PREVIOUS to return to the Search Results page. Any information entered on this screen will be lost and will have to be reentered upon return to this screen. ◆ Use RESET to clear all information entered so you can make changes. ◆ Use CONTINUE>> to go to the next screen. <ul style="list-style-type: none"> • If the client is still potentially eligible for the family planning waiver, this will be the Family Planning Worksheet screen. Go to step 12. • If a pregnancy end date was entered, you will receive the message "Post Partum eligibility exists. Remaining Period is mm/dd/ccyy to mm/dd/ccyy." Click OK to bring up the Family Planning Worksheet screen. The following message will display: "Post Partum eligibility exists. Entered income will be ignored for eligibility purposes." Click OK. • If the client is not eligible due to a nonfinancial eligibility reason, you are taken to the Deny an Application screen. (See Denying an Application for more information.)
12	<p>On the Family Planning Worksheet screen, if the household has no countable income or you are approving a postpartum client, you can use the link in the comment "***If no income, click here to skip to III. RESULT" located at the beginning of the PATIENT/APPLICANT'S UNEARNED INCOME section. Clicking this link takes you to the RESULT section of the worksheet without scrolling. Go to step 15.</p> <p>If the household has income, continue to step 13.</p>

Step	Action
13	<p>In the PATIENT/APPLICANT'S INCOME section, enter the client's income and deductions in the following subsections:</p> <ul style="list-style-type: none"> ◆ UNEARNED INCOME. Enter in the MONTHLY TOTAL fields the gross countable monthly amount the client received in unemployment, social security, and child support. If other the client receives countable unearned income, enter what the income is in the OTHER field and the amount in the MONTHLY TOTAL field. ◆ EARNED INCOME. Complete the following fields: <ul style="list-style-type: none"> • EMPLOYER'S NAME: Enter the client's employer's name. • DATE PAID: Use the drop-down boxes to select the month, day, and year of each pay date. Up to four pay dates can be entered. • GROSS: Enter the gross countable amount of wages the client received on the corresponding pay date. • TIPS: Enter the gross amount of tips received by the client on the corresponding pay date. <p>The TOTAL fields automatically calculate the total pay date and monthly amounts.</p> <p>NOTE: You may need to combine countable monthly gross income from more than one job or for more than one person to fit the available space.</p> ◆ SECTION A. Complete the following fields: <ul style="list-style-type: none"> • ALLOWABLE ADULT OR CHILD CARE: Enter the client's monthly actual adult or child care expenses up to the program limits. See the "child care tip" to the right of the field for help in determining the limit. • ANY PAYMENTS MADE FOR COURT-ORDERED CHILD SUPPORT, ALIMONY OR SPOUSAL SUPPORT: Enter the client's monthly payment amount for these court-ordered expenses. <p>NOTE: The TOTAL EARNED INCOME, 20% EARNED INCOME DEDUCTION, TOTAL UNEARNED INCOME, and PATIENT/APPLICANT'S COUNTABLE INCOME fields are automatically calculated and displayed by the system.</p>

Step	Action
14	<p>In the spouse's income section, enter the spouse's income and deductions in the following subsections:</p> <ul style="list-style-type: none"> ◆ UNEARNED INCOME. Enter in the MONTHLY TOTAL fields the gross countable monthly amount the spouse received in unemployment, social security, and child support. If other countable unearned income is received, enter what the income is in the OTHER field and the amount in the MONTHLY TOTAL field. ◆ EARNED INCOME. Complete the following fields: <ul style="list-style-type: none"> • EMPLOYER'S NAME: Enter the spouse's employer's name. • DATE PAID: Use the drop-down boxes to select the month, day, and year of each pay date. Up to four pay dates can be entered. • GROSS: Enter the gross countable amount of wages received by the spouse for the corresponding pay date. • TIPS: Enter the gross amount of tips received by the spouse for the corresponding pay date. <p>The TOTAL fields automatically calculate the total pay date and monthly amounts.</p> <p>NOTE: You may need to combine countable monthly gross income from more than one job or for more than one person to fit the available space.</p> ◆ SECTION B. Complete the following fields: <ul style="list-style-type: none"> • ALLOWABLE ADULT OR CHILD CARE: Enter the spouse's monthly actual adult or child care expenses up to the program limits. See the "child care tip" to the right of the field for help in determining the limit. • ANY PAYMENTS MADE FOR COURT-ORDERED CHILD SUPPORT, ALIMONY OR SPOUSAL SUPPORT: Enter the spouse's monthly payment amount for these court-ordered expenses. <p>NOTE: The TOTAL EARNED INCOME, 20% EARNED INCOME DEDUCTION, TOTAL UNEARNED INCOME, and SPOUSE'S COUNTABLE INCOME fields are automatically calculated and displayed by the system.</p>

Step	Action
15	<p>In the RESULT section, enter the family size in the FAMILY SIZE field. The system will calculate and populate the PERCENT OF POVERTY LEVEL and INCOME LIMITS fields based on the household size and income entered.</p> <p>The system will also determine eligibility for the family planning waiver and populate the DECISION field in the ELIGIBILITY DETERMINATION section with either "Approved" or "Denied."</p> <p>If the application is approved, the START DATE field becomes active and displays the start date determined by the application date. If approval is determined for a postpartum client, the START DATE field will remain inactive.</p>
16	<p>Click on the appropriate link. Choices are:</p> <ul style="list-style-type: none"> ◆ <<PREVIOUS will return you to the Case Information/Non-Financial Eligibility screen. Any information entered on the Family Planning Worksheet screen will no longer be available when you return to that screen. ◆ CONTINUE>> will take you to the Family Planning Waiver Eligibility Summary screen. Go to step 17.
17	<p>On the Family Planning Waiver Eligibility Summary screen, review all of the information.</p> <p>If any information needs to be changed, click <<PREVIOUS to return to the screen on which the corrections need to be made. All changes must be completed before you submit the information.</p> <p>If all the information is correct, click on the appropriate link:</p> <ul style="list-style-type: none"> ◆ SUBMIT AND PRINT NOD submits the information and allows a notice of decision to be printed at the family planning clinic to be given to the client. ◆ SUBMIT & SYSTEM-GENERATE NOD submits the information and causes a system-generated notice of decision to be printed at the Department's central office and mailed to the client. (Only Department staff see this link.)

Step	Action
18	<p>After you click on one of the submission links, the following message is displayed:</p>  <p>Click OK.</p>
19	<p>You will be returned to the FPW Home page and one or two new windows will open, depending which link was clicked:</p> <ul style="list-style-type: none"> ◆ SUBMIT AND PRINT NOD opens a window displaying the Notice of Decision (NOD) and another window displaying the family planning waiver eligibility summary. Print two copies of the notice of decision. Give one copy to the client and place the other copy in the case file. Print a copy of the family planning waiver eligibility summary for the case file. ◆ SUBMIT & SYSTEM-GENERATE NOD opens a window displaying the family planning waiver eligibility summary. Print a copy of the family planning waiver eligibility summary for the case file. <p>NOTE: NODs are directly uploaded into Electronic Case File (ECF). After printing is completed, close the notice of decision and summary windows by clicking the "X" in the upper right corner.</p>
20	<p>On the FPW Home page, you can start a new search process or log out. To process another application, return to step 1. To quit the FPW system:</p> <ul style="list-style-type: none"> ◆ Clinic workers click LOGOUT to return to Login page and then click the "X" in the upper right corner to close the window. ◆ Department workers click LOGOUT to return to the DHS Intranet site and then click the "X" in the upper right corner to close the window.

Assigning a State ID Number

Family planning clinic staff can use the FPW system to assign new a state identification number for a client who doesn't have one. To reduce the possibility of duplicate state identification numbers being created, income maintenance workers should use the ST01 screen to complete a search and create a state identification number.

To assign a state identification number in the FPW system, use the following steps:

Step	Action
1	Access the Assign a State ID screen by clicking the ASSIGN A STATE ID link on the Search Results screen.
2	Make entries in the following fields: <ul style="list-style-type: none"> ◆ LAST NAME ◆ FIRST NAME ◆ SEX ◆ DATE OF BIRTH ◆ SOCIAL SECURITY NUMBER (SSN)
3	Click CONTINUE>>. This will take you to the Case Information/Non-Financial Eligibility screen. Go to step 5 under Determining Eligibility .

Denying an Application

To deny an application, use the following steps:

Step	Action
1	The FPW system will automatically take you to the Deny An Application screen when the system notes that a person is not eligible due to a non-financial reason.
2	Use the drop-down box to select the correct denial reason. Click CONTINUE>>. This will take you to the Family Planning Waiver Eligibility Summary screen.

Step	Action
3	<p>On the Family Planning Waiver Eligibility Summary screen, review all of the information.</p> <p>If any information needs to be changed, click <<PREVIOUS to return to the screen on which the corrections need to be made. All changes need to be completed before you submit the information.</p> <p>If all the information is correct, click on the appropriate link:</p> <ul style="list-style-type: none"> ◆ SUBMIT AND PRINT NOD submits the information and allows a notice of decision to be printed at the family planning clinic to be given to the client. ◆ SUBMIT & SYSTEM-GENERATE NOD submits the information and causes a system-generated notice of decision to be printed at the Department's central office and mailed to the client. (Only Department staff see this link.)
4	<p>After you click on one of the submission links, the following message is displayed:</p> <div data-bbox="566 978 1247 1140" style="text-align: center;"> </div> <p>Click OK.</p>
5	<p>You will be returned to the FPW Home page and one or two new windows will open, depending which link was clicked:</p> <ul style="list-style-type: none"> ◆ SUBMIT AND PRINT NOD opens a window displaying the notice of decision and another window displaying the family planning waiver eligibility summary. Print two copies of the notice of decision. Give one copy to the client and place the other copy in the case file. Print a copy of the family planning waiver eligibility summary for the case file. ◆ SUBMIT & SYSTEM-GENERATE NOD opens a window displaying the family planning waiver eligibility summary. Print a copy of the family planning waiver eligibility summary for the case file. <p>After printing is completed, close the notice of decision and summary windows by clicking the "X" in the upper right corner.</p>

Step	Action
6	<p>On the FPW Home page, you can start a new search process or log out. To process another application, return to step 1. To quit the FPW system:</p> <ul style="list-style-type: none"> ◆ Clinic workers click LOGOUT to return to Login page and then click the "X" in the upper right corner to close the window. ◆ Department workers click LOGOUT to return to the DHS Intranet site and then click the "X" in the upper right corner to close the window.

Canceling a Case

Follow the below steps to cancel a family planning waiver case.

Step	Action
1	<p>Access the Cancel a Case screen by clicking on the QUICK CANCEL link on the Search Results page.</p>
2	<p>Use the drop-down box to select the correct cancellation reason. Click CONTINUE>>. This will take you to the Family Planning Waiver Eligibility Summary screen.</p>
3	<p>On the Family Planning Waiver Eligibility Summary screen, review all of the information.</p> <p>If any information needs to be changed, click <<PREVIOUS to return to the screen on which the corrections need to be made. All changes must be completed before you submit the information.</p> <p>If all the information is correct, click on the appropriate link:</p> <ul style="list-style-type: none"> ◆ SUBMIT AND PRINT NOD submits the information and allows a notice of decision to be printed at the family planning clinic to be given to the client. ◆ SUBMIT & SYSTEM-GENERATE NOD submits the information and causes a system-generated notice of decision to be printed at the Department's central office and mailed to the client. (Only Department staff see this link.)

Step	Action
4	<p>After you click on one of the submit links, the following message is displayed:</p>  <p>Click OK.</p>
5	<p>You will be returned to the FPW Home page and one or two new windows will open, depending which link was clicked:</p> <ul style="list-style-type: none"> ◆ SUBMIT AND PRINT NOD opens a window displaying the notice of decision and another window displaying the family planning waiver eligibility summary. Print two copies of the notice of decision. Give one copy to the client and place the other copy in the case file. Print a copy of the family planning waiver eligibility summary for the case file. ◆ SUBMIT & SYSTEM-GENERATE NOD opens a window displaying the family planning waiver eligibility summary. Print a copy of the family planning waiver eligibility summary for the case file. <p>After printing is completed, close the notice of decision and summary windows by clicking the "X" in the upper right corner.</p>
6	<p>On the FPW Home page, you can start a new search process or log out. To process another application, return to step 1. To quit the FPW system:</p> <ul style="list-style-type: none"> ◆ Clinic workers click LOGOUT to return to Login page and then click the "X" in the upper right corner to close the window. ◆ Department workers click LOGOUT to return to the DHS Intranet site and then click the "X" in the upper right corner to close the window.

Notices

Notices issued at the family planning clinic are printed on form 470-4200, *Notice of Decision*. Notices printed through the ABC system are printed on form 470-0485 or 470-0485(S), *Notice of Decision*. (See [6-Appendix](#) for samples of these forms.)

The following table lists the notice language in English and Spanish. (Spanish-language notices on form 470-4200 must be issued manually.) The code numbers refer to the ABC notice table.

NOTE: Notices of Decision and Family Planning Waiver eligibility summary pages are directly uploaded into Electronic Case File (ECF).

Code	Message
068	Your application for Iowa Family Planning Network has been denied because... Su solicitud para Iowa Family Planning Network ha sido negada porque...
069	Your Iowa Family Planning Network has been canceled effective **/**/** because... Su Iowa Family Planning Network (red de planificación familiar de Iowa) fue cancelado a partir de **/**/** porque...
092	Your application for Iowa Family Planning Network has been approved for **/**/** through **/**/** because you meet all eligibility criteria. Su solicitud para Iowa Family Planning Network ha sido aprobada para **/**/** hasta **/**/** porque usted cumple con todos los criterios de elegibilidad. 441 Iowa Admin. Code 75.1(41) and 92

Code	Message
146	<p>You are eligible to get free family planning services under the Iowa Family Planning Network program through **/**/**. Contact your caseworker for more information.</p> <p>Usted es elegible para obtener servicios gratuitos de planificación familiar en el marco del programa de Iowa Family Planning Network a través de xx / xx / xx. Póngase en contacto con su trabajador para más información.</p> <p>EM 8-F Iowa Family Planning Network; 441 Iowa Admin. Code 75.1(41)</p>
200	<p>... of your request.</p> <p>... de su solicitud.</p> <p>EM 6-B Application Processing; EM 8-B Withdrawal of Application; 441 Iowa Admin. Code 50.2(249), 76.1(6), 92</p>
201	<p>... you do not meet residency requirements.</p> <p>... usted no cumple con los requisitos de residencia.</p> <p>EM 6-B SSA Policies Applicable to All Programs; EM 8-C Residency; 441 Iowa Admin. Code 51.5(249), 75.1(41), 75.10(249A), 92</p>
202	<p>... of your citizen/alien status.</p> <p>... por su estatus de ciudadano/extranjero.</p> <p>EM 6-B Eligibility for Aliens; EM 8-C Citizenship; EM 8-L Nonfinancial Eligibility; 42 CFR 435.406; 441 Iowa Admin. Code 50.2(1), 75.11(249A), 92</p>
203	<p>... you did not cooperate with Quality Control or the Food Stamp Investigation Section of the Department of Inspections and Appeals.</p> <p>... usted no cooperó con Quality Control (control de calidad) ni con la Investigation Section (sección de investigación) del Department of Inspections and Appeals.</p> <p>EM 6-B Verification; EM 8-C Cooperation with Investigations and Quality Control; 441 Iowa Admin. Code 75.1(9), 76.8(249A), 92</p>
205	<p>... your countable income is over the limit.</p> <p>... su ingreso contable sobrepasa el límite.</p> <p>EM 6-B Income; EM 8-E SSI-Related Limits; EM 8-E FMAP-Related Limits; 441 Iowa Admin. Code 50.2(1), 52.1(1) and (3), 75.1(249), 75.1(41), 75.57(249), 75.58(2), 76.1(31), 177.4(7) and (8), 92</p>

Code	Message
206	<p>... you did not provide requested information/verification needed to determine eligibility.</p> <p>... usted no suministró la información/verificación solicitadas que eran necesarias para determinar la elegibilidad.</p> <p>EM 6-B Verification; EM 8-B Verification; 20 CFR 416.201-416.220; 441 Iowa Admin. Code 76.1(3), 76.13(249A), 76.2(249A), 50.2(249), 50.4(4), and 92</p>
243	<p>... you are pregnant.</p> <p>... usted embarazada.</p> <p>441 Iowa Admin. Code 75.1(41) and 92</p>
333	<p>... you do not meet age requirements.</p> <p>... usted no cumple con los requisitos de edad.</p> <p>EM 8-F FMAP-Related Coverage Groups; 441 Iowa Admin. Code 75.1(249A) and 92</p>
405	<p>... you receive benefits on another case.</p> <p>... usted recibe beneficios en otro caso.</p> <p>EM 6-B Nonfinancial Eligibility; EM 8-C Residency; 441 Iowa Admin. Code 51.5(249), 75.10(249A) and 92</p>
407	<p>... you did not provide a social security number.</p> <p>... usted no suministró un número de seguridad social.</p> <p>EM 6-B Nonfinancial Eligibility; EM 8-C Social Security Number; Iowa Admin. Code 51.8(249) and 75.7(249A)</p>
613	<p>... of reported death.</p> <p>... de muerte reportada.</p> <p>EM 6-B Death of Recipient; EM 8-C Who Must Be in the FMAP-Eligible Group; EM 8-G Death of a Recipient; 441 Iowa Admin. Code 7.7(2), 75.58(1)"a," 76.10(249A), and 92; 42 CFR 435.916</p>

[Form 470-4200, Notice of Decision](#)

Purpose	The <i>Notice of Decision</i> is used to notify clients of actions that affect the client's Iowa Family Planning Network eligibility. Each client has the right to be given information regarding eligibility determination.
Source	The FPW system generates form 470-4200, based on worker entries on the Family Planning Waiver Eligibility Summary screen.
Completion	Family planning clinic workers generate the <i>Notice of Decision</i> when approving, denying, or canceling Iowa Family Planning Network eligibility. Print two copies of the notice.
Distribution	Give a copy of the notice to the client. File a copy in the case record.