



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

July 29, 2016

GENERAL LETTER NO. 17-AP-35

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, **CHILD WELFARE APPENDIX**, Contents (page 1), revised; pages 11 and 128, revised; and the following forms:

470-4385	<i>Mexican Consulate Notification</i> , revised
470-3359	<i>Payee/Placement Changes SSI Advocacy Project</i> , revised
470-3361	<i>SSI Advocacy Project Referral</i> , revised

Summary

Chapter 17-Appendix is revised to:

- ◆ Remove obsolete form 470-4538, *Agreement and Consent for Activities of a Child in Foster Care*.
- ◆ Revise form 470-4385, *Mexican Consulate Notification*, to:
 - Update the contact information for the Mexican General Consul.
 - Reflect the Department's branding.
- ◆ Update form 470-3359, *Payee/Placement Changes SSI Advocacy Project*, to clarify the information to be entered on form.
- ◆ Update form 470-3361, *SSI Advocacy Project Referral*, to reflect the new project contractor information.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 17, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 1, 2016
470-4538	9/15
11	February 1, 2016
128	December 16, 2011

470-4385
470-3359
470-3361

1/11
7/15
7/15

Additional Information

Refer questions about this general letter to your area social work administrator.

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Adoption Information Checklist, Form 470-3614 or 470-3614(S)	2
Adoption IV-E Checklist, Form 470-4075	3
Adoption Notice of Decision, Form 470-0745 or 470-0745(S)	4
Adoption Report to the Court, Form 470-3355.....	5
Adoption Staffing Summary, Form 470-0774	6
Adoption Subsidy Agreement, Form 470-0749 or 470-0749(S)	7
Adoption Subsidy Special Needs Documentation, Form 470-4312	9
AdoptUsKids Website Waiver, Form 470-4155	10
Agreement of Placement for Adoption, Form 470-0761 or 470-0761(S)	12
Agreement to Future Adoption Subsidy, Form 470-0762 or 470-0762(S)	13
Application for Adoption, Form 470-0743 or 470-0743(S)	14
Application for All Social Services, Form 470-0615 or 470-0615(S)	15
Application for Subsidy, Form 470-0744 or 470-0744(S)	18
Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)	19
Authorization to Release HIV-Related Information, Form 470-3225 or 470-3225(S)....	21
Birth: Application for a Search for an Iowa Record, Form 588-0225VR.....	22
Birth Certificate Request, Form 470-4567	25
Birth Parent Affidavit to Court, Form 470-3031 or 470-3031(S)	26
Child Abuse Assessment Parental Notification, Form 470-3239 or 470-3239(S).....	27
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Child Study, Form 470-3698.....	41
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Page 11 is reserved for future use.

- ◆ Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska.

Viridiana Miranda, Mexican General Consul
Mexican Consulate Office
7444 Farnam Street
Omaha, Nebraska 68114
Phone: (402) 595-1862, (402) 312-5006 (cell)
Fax: (402) 595-1845
Email: vmiranda@sre.gob.mx

- ◆ Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning DHS involvement with the child.
- ◆ Document the date you sent the notification letter in your case file and maintain a copy of the letter under correspondence in the case file.

Data

This form is self-explanatory.



Iowa Department of Human Services

Terry E. Branstad
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General Counsel of Mexico
7444 Farnam Street
Omaha, Nebraska 68114

This letter is to notify you that the following youth has been taken into protective custody with the Iowa Department of Human Services (IDHS) and has been determined to be or is believed to be a Mexican national minor or multiple-nationality minor.

Youth Name	
Birth Date	Date Child Entered IDHS Custody
Biological Parent or Caretaker Youth Was Residing With Before Entering IDHS Custody	
IDHS Caseworker Name	Caseworker Phone
Caseworker Address	
IDHS Service Area Manager or Designee	IDHS Manager or Designee Phone Number

This youth may qualify as:

- A Mexican national minor (any unmarried person who is under the age of 18 and was born in Mexico)
- A multiple-nationality minor (any unmarried person who is under the age of 18 and is a national of two or more countries, one of which is Mexico)

Documentation available (check as appropriate):

- Birth certificate (copy attached)
- Baptismal certificate (copy attached)
- Parents or caretakers statements (identify the person making the statement):
- Other information (please explain):

Date Completed	Prepared By
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Iowa Department of Human Services

**Payee/Placement Changes
SSI Advocacy Project**

Child's name (claimant):		
SSN:	State ID:	DOB:
GAL:		Phone:

Referred by:	
<input type="checkbox"/> Social worker:	Phone:
<input type="checkbox"/> JCO:	Phone:

Placement Change (Includes returning home.)
Prior placement name:
Prior placement address:

Date of new placement change:
New placement name:
New placement address:
New placement contact person:
New placement phone number:

Payee Change (Please attach the current juvenile court order regarding the child.)
Date of payee change:

Send to: MAXIMUS
309 Court Avenue, Box 237
Des Moines, IA 50309

Telephone: 1-800-778-1406
Email: iowassi@maximus.com
Fax: 515-699-8535



Iowa Department of Human Services

SSI Advocacy Project Referral

The Iowa Department of Human Services has selected MAXIMUS to assist in identification of children in DHS custody who have disabilities and may be eligible for Supplemental Security Income (SSI) benefits. If you would like to send a referral, please complete and submit the following information. If you have questions about referrals, please contact MAXIMUS at 1-800-778-1406 or iowassi@maximus.com.

Child's Name	Date of Birth	SSN	Case Number
Name of Foster Parents/Facility and Name of Facility Contact		Date of Placement	
Address		Phone Number	

Is there a court order or petition placing child in DHS/JCO custody? Yes No

Does the child have a diagnosed mental or physical impairment? Yes No

If "NO" for either of the above questions, STOP and do not proceed with referral.

Does the child have a deceased or disabled parent? Yes No

Is the child receiving any benefits based on a deceased, disabled or retired parent's account? Yes No

The following are some indicators that a child may qualify for the SSI program (check all that apply):

- Child has recently received (within the last 6 months) or is receiving psychiatric hospital services due to diagnosed mental impairments other than substance abuse
- Child was recently discharged from or is currently in a residential facility due to diagnosed mental impairments other than substance abuse
- Child receives special education services to address severe learning problems
- Child receives **intensive** outpatient counseling or therapy
- Child has moderate to severe intellectual disability (IQ 70 or less)
- Child has severe developmental delays (functioning one-half or less of chronological age)
- Child receives **intensive** medical services or treatment for a physical impairment
- Infant (less than 6 months old) born at a very low birth weight (2 lbs. 10 oz.)

Referred By	Telephone	Date
Guardian Ad Litem	Telephone	Email

**Send referral to: MAXIMUS SSI Advocacy
309 Court Avenue, Box 237
Des Moines, IA 50310**

**Telephone: 1-800-778-1406
Email: iowassi@maximus.com
Fax: 515-699-8535**