



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 1/13/14

Julie Erdman
4029 E Douglas Ave
Des Moines, IA 50317

Complaint Description: The Department received a complaint concerning unreported new household members who might have not undergone appropriate background checks.

Rule Basis: Findings considered in accordance to Rule(s) 110.5(1)

Findings: Unannounced complaint spot check conducted on 1/13/14. Provider Julie Erdman reported her son Justin and his friend Michael Hoffman moved into the home last fall shortly after a renewal process with the Department. She admitted she hasn't reported the change to the Registration Unit though Justin has been an approved household member in the past.

Resolution: Provider Julie Erdman is confident both Justin and Michael Hoffman will be able to pass the DHS background checks and has agreed to complete a change application to add them to the household. I will monitor this process through my access to the Registration Unit Application Log and through the Kindertrack system to ensure both members have been reported and approved as household members.

Julie – I have included a change application to be used to add Justin Erdman and Michael Hoffman to your household. The completed application needs to be mailed to:

Attn: CCA Registration Unit
Hoover Bldg 5th Floor
1305 E Walnut St
Des Moines, IA 50319

I will be monitoring progress and require a completed application to be received and logged in no later than 1/31/14. Failure to report the new household members by that date could result in a revocation of your status as a Registered Category C-1 Provider.

Please contact me if you have any further questions.

Sincerely,

Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106