



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
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July 17, 2009

GENERAL LETTER NO. EM-CN-20

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: *Employees' Manual*, Table of Contents, pages 2, 6, and 7, revised.

Summary

This letter transmits updates to the Table of Contents for the *Employees' Manual*.

The following chapters are now obsolete:

- ◆ 6-C, FIP DIVERSION
- ◆ 13-H, TARGETED CASE MANAGEMENT SERVICES
- ◆ 13-H AP, TARGETED CASE MANAGEMENT SERVICES APPENDIX
- ◆ 15-C, RTSS CONTRACTING
- ◆ 15-C-AP, RTSS CONTRACTING APPENDIX: Rehabilitative Treatment and Support Services Provider Handbook
- ◆ 15-E, RTSS BILLING AUDITS
- ◆ 15-E-AP, RTSS BILLING AUDITS APENDIX
- ◆ 16-C, Adult Support Program

The Table of Contents is now available on line using a link found on the DHS Manuals Home page at the following Internet address:

<http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/PolManual.htm>

Effective Date

Upon receipt.

Material Superseded

Remove from the Table of Contents from the *Employees' Manual* pages 2, 6, and 7 all dated May 22, 2009 and destroy them.

Additional Information

Refer questions about this general letter to your area income maintenance administrator, service area manager or your regional collections administrator.

TITLE 5. CENTRALLY ADMINISTERED PROGRAMS

- Chapter A Interim Assistance Reimbursement
- Chapter A Appendix
- Chapter B Health Insurance Premium Payment Program
- Chapter C AIDS/HIV Health Insurance Premium Payment Program
- Chapter D Quality Control
- Chapter D Appendix
- Chapter E Healthy and Well Kids in Iowa (*hawk-i*)

TITLE 6. OTHER INCOME MAINTENANCE PROGRAMS

- Chapter A Social Security Programs
- Chapter B State Supplementary Assistance
- Chapter B Appendix: Handbook for Residential Care, Comm. 47
- Chapter D Refugee Cash Assistance
- Chapter D(1) Refugee Medical Assistance
- Chapter E Extra Help for Medicare Prescription Drug Costs
- Chapter G Recovery of Overpayments
- Chapter I Emergency Assistance
- Appendix Income Maintenance Programs Forms

TITLE 7. FOOD ASSISTANCE

- Chapter A Administration
- Chapter B Application Processing
- Chapter C Nonfinancial Eligibility
- Chapter D Resources
- Chapter E Income
- Chapter F Budgeting
- Chapter G Case Maintenance
- Chapter H Adjustments
- Chapter I Specific Households and Participants
- Chapter J Intentional Program Violation
- Chapter M Food Stamp Employment and Training Program

TITLE 8. MEDICAID

- Chapter A Administration
- Chapter B Application Processing
- Chapter C Nonfinancial Eligibility
- Chapter D Resources
- Chapter E Income
- Chapter F Coverage Groups
- Chapter G Case Maintenance

TITLE 13. SOCIAL SERVICE RESOURCES

Chapter A	General Provisions
A	Appendix
Chapter B	Determining Title IV-E Eligibility
B	Appendix
Chapter D	Guardianship
Chapter D(1)	Guardianship Subsidy
D	Appendix
Chapter E(1)	Stolen Children
Chapter G	Child Care Assistance
Chapter J	Foster Care Services
Chapter J(1)	Foster Care Payment
Chapter J(3)	Medical Coverage for Children in Foster Care
Chapter N	Interstate Compacts
N	Appendix

TITLE 14. MANAGEMENT INFORMATION

Chapter A	Services Reporting System
Chapter A(1)	Error Codes for the Service Reporting System
Chapter B	Automated Benefit Calculation System
Chapter B(4)	System Screen Instructions
Chapter B(5)	Food Assistance Case Actions
Chapter B(6)	FIP Case Actions
Chapter B(7)	FMAP-Related Medicaid Case Actions
Chapter B(8)	COLA Processing
Chapter B(9)	SSI-Related Medicaid and Facility Case Actions
Chapter B(10)	IowaCare Case Actions
B	Appendix
Chapter C	Medical Systems
Chapter C(1)	Family Planning Waiver System
Chapter C(2)	Birth Certificate Verification (BCV) System
Chapter D	Iowa Collection and Reporting System
Chapter D(1)	ICAR/IABC Referral
Chapter D(2)	General Case Maintenance Screens
Chapter D(4)	Location
Chapter E	SSI State Data Exchange
Chapter F	Automated Child Abuse and Neglect System
Chapter G	Exchange of Data with Other Agencies
G	Appendix

Chapter H	Child Care Provider Display (DCPD) System
Chapter I	MMIS Medically Needy Subsystem
Chapter I(1)	Medically Needy Case Actions
Chapter J	EPPIC™ Electronic Benefit Transfer System
Chapter K	Scratch Pad System
Chapter L	Purchase of Service Data System
Chapter M	ISIS User Guide
Chapter N	Eligibility Tracking System (ETS)
Chapter O	PJCASE System

TITLE 15. GRANT AND CONTRACT ADMINISTRATION

Chapter A	Purchase of Service
Chapter A(1)	Iowa Purchase of Social Service Agency Contract
A	Appendix
Chapter B	Social Services Block Grant
B	Appendix
Chapter D(1)	KACT System Screen Instructions
Chapter G	Reimbursement of Approved County and Multicounty Juvenile Detention and Shelter Care Homes
G	Appendix

TITLE 16. INDIVIDUAL AND FAMILY SUPPORT AND PROTECTIVE SERVICES

Chapter E(1)	Child Abuse Information
Chapter F	Comprehensive Family Support
F	Appendix
Chapter G	Dependent Adult Protective Services
Chapter G(1)	Dependent Adult Abuse Intake
G	Appendix
Chapter I	Family-Life Home Services
I	Appendix
Chapter J	In-Home Health-Related Care Services
J	Appendix
Chapter K	Medicaid Waiver Services
K	Appendix