



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
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GENERAL LETTER NO. EM-CN-25

ISSUED BY: Bureau of Policy Coordination

SUBJECT: *Employees' Manual*, Table of Contents, pages 2, 7, and 8, revised.

Summary

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

The following changes have been made to:

- ◆ Remove the following obsolete chapters:
 - Title 6, Chapter I, *Emergency Assistance*
 - Title 14, Chapter H, *Child Care Provider Display (DCPD) System*
- ◆ Add Title 17, Chapter E, *Out-of-Home Placement Policy*

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Material Superseded

This material replaces *Employees' Manual* Table of Contents page 2, dated March 26, 2010, page 7, dated February 26, 2010, and page 8, dated May 22, 2009.

Additional Information

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

TITLE 5. CENTRALLY ADMINISTERED PROGRAMS

- Chapter A Interim Assistance Reimbursement
- A Appendix
- Chapter B Health Insurance Premium Payment Program
- Chapter C AIDS/HIV Health Insurance Premium Payment Program
- Chapter D Quality Control
- 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
- 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 Public Assistance Debts
- 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
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- L Appendix
- Chapter M Food Stamp Employment and Training Program

TITLE 8. MEDICAID

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- Chapter C Nonfinancial Eligibility
- Chapter D Resources
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- Chapter F Coverage Groups
- Chapter G Case Maintenance

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	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
	Chapter P	Overpayment Recovery Direct Claim Entry
	Chapter P(1)	Overpayment Recovery Detail
TITLE 15.	GRANT AND CONTRACT ADMINISTRATION	
	Chapter A	Purchase of Service
	Chapter A(1)	Iowa Purchase of Social Service Agency Contract
	A	Appendix
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	Chapter D(1)	KACT System Screen Instructions
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TITLE 16.	INDIVIDUAL AND FAMILY SUPPORT AND PROTECTIVE SERVICES	
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	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

TITLE 17. CHILD WELFARE

Chapter A	Intake Policy
Chapter A(1)	CPS Intake Procedures
Chapter A(2)	CINA Intake Procedures
Chapter A(3)	Intake Practice Guidance
Chapter A(4)	Additional Intake Information
Chapter B	Assessment Policy
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Chapter B(3)	Assessment Practice Guidance
Chapter B(4)	Additional Assessment Information
Chapter C	Case Planning Policy
Chapter C(1)	Case Planning Procedures
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Chapter D	Case Management Policy
Chapter D(1)	Case Management Procedures
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Chapter D(3)	Additional Case Management Information
Chapter E	Out-of-Home Placement Policy
Chapter F	Permanent Placement Policy
Chapter F(1)	Permanent Placement Procedures
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Appendix	Child Welfare

TITLE 18. CHILD WELFARE SERVICES

Chapter D	Family Foster Care
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Chapter F	Supervised Apartment Living Foster Care
Chapter G	Foster Care Recovery
Appendix	Child Welfare Forms