



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

July 31, 2009

GENERAL LETTER NO. 23-G-4

ISSUED BY: Bureau of Purchasing, Payments, and Receipts,
Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter G, *STATE APPEAL BOARD CLAIMS*, page 3, revised.

Summary

This chapter is revised to update the Internet address for the instructions of form 532-1247, *State Appeal Board Claim Form and Affidavit*.

Effective Date

Immediately.

Material Superseded

Remove from Management Manual, Title 23, Chapter G, page 3, dated May 11, 2007, and destroy it.

Additional Information

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

3. The claimant shall submit a completed travel payment (TP) form to the Division of Fiscal Management for payment of an approved claim. Each claim shall be supported with a vendor's invoice or the claimant's receipt of expense.

REIMBURSEMENT OF OTHER CLAIMS

Claims against the state other than employee small claims must be submitted to the State Appeal Board in the Department of Management, using form 532-1247, *State Appeal Board Claim Form and Affidavit*. This form requests information about the claim, the claimant, and the claimant's attorney, if any.

Instructions for completing the form are included on page two of the form. The form must be notarized. Instructions for submission of the form are given on the front of the form.

The claim form and procedures for submitting claims can be accessed on the Internet at: <http://www.dom.state.ia.us/index.html>. Select an option under "State Appeal Board" as follows:

- ◆ Select "General Claims" for procedures for submitting general claims, such as those related to outdated warrants or invoices or refunds of fees or charges, through:
 - The "long" Appeal Board process (filing a claim directly with the State Appeal board); or
 - The "short" (administrative) Appeal Board process where vendors file claims directly with the state agency that received the goods and services (not payroll-related).
- ◆ Select "Tort Claims" for procedures for submitting claims involving property damage, personal injury, or wrongful death.
- ◆ Select "Interdepartmental Claims" for procedures for submitting claims against another state agency.