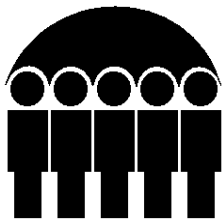


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Employees' Manual
Title 7
Chapter C

NONFINANCIAL ELIGIBILITY



Iowa
Department
of
Human Services

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OVERVIEW

This chapter contains information about the nonfinancial requirements a household must meet to be eligible for Food Assistance. Nonfinancial requirements are factors like age, work requirements, and where a person lives.

Also in this chapter, an explanation is given of who is included in a Food Assistance household (household concept) because the household concept is the basis for determining eligibility for the Food Assistance program.

HOUSEHOLD COMPOSITION

The following sections explain policies on treatment of:

- ◆ [Mandatory household members \(spouses, parents, and children\)](#)
- ◆ [Nonmandatory members](#)
- ◆ [Ineligible household members](#)
- ◆ [Children under joint custody](#)
- ◆ [Elderly and disabled people](#)
- ◆ [Family-life homes](#)
- ◆ [Foster and pre-adoptive children](#)

Mandatory Household Members

Legal reference: 7 CFR 273.1(b)(1)

People who live together and routinely buy and fix their food together must be in the same Food Assistance household. In addition, the following people who live together must be in the same Food Assistance household, even if they don't buy and fix their food together:

- ◆ Spouses.
- ◆ Parents and their children 21 years of age and under. (See [Parents and Children](#).)
- ◆ Children under 18 and any people having parental control over them.

Spouses

Legal reference: 7 CFR 273.1(a)(2)

Eligible spouses living together must be in the same Food Assistance household. This includes both legal and common-law spouses.

Parents and Children

Legal reference: 7 CFR 273.1(a)(2), 441 IAC 65.1(234)

Eligible parents living with their eligible children who are aged 21 and under must all be in the same Food Assistance household. Include a child age 21 and under in the parents' household even if the child:

- ◆ Routinely buys and fixes food separately from the parent **and**
- ◆ Is married and living with the spouse, **or**
- ◆ Is a parent with a child in the home.

The term "parent" includes legal, natural, and stepparent. Consider a man the natural father if he:

- ◆ Was married to the mother at the time of the child's conception or birth (unless the court has declared this man **not** to be the father), or
- ◆ Has been declared by the court to be the father, even though not married to the mother at the time of the child's conception or birth, or
- ◆ Claims to be the father, **unless** the child already has another legal father as described above.

For Food Assistance purposes, the stepparent relationship ends with the death or divorce of the parent.

Mr. V lives with his son Hank, 25, his daughter Wendy, 23, his son Mark, 19, and Mark's wife Nancy. Because of their conflicting schedules, all buy and fix their food separately. Hank and Wendy can each be a separate Food Assistance household. However, Mr. V, Mark, and Nancy must be in the same household, because Mark is not over age 21, and Nancy is Mark's spouse.

Children Under Parental Control

Legal reference: 7 CFR 273.1(b)(iii), 441 IAC 65.24(234)

Eligible children under age 18 who are living with, and under the parental control of, another person must be in the same Food Assistance household as that person. To be exercising “parental control,” a person must fulfill the role of a parent, financially or otherwise. The person does not have to be related to the child.

Exceptions:

- ◆ Children are not under parental control if they are married, because state law defines them as adults.
- ◆ Foster children, along with their spouse or their children living with them, are not required to be in the foster parents’ Food Assistance household, unless the household chooses to include them. This is true even if they buy and fix food together with the foster parents. However, if the household excludes them, they cannot receive Food Assistance on a separate case.

Nonmandatory Members

Legal reference: 7 CFR 273.1(b)(1), (2)

“Nonmandatory members” are people who are not mandatory household members, as described above. They include:

- ◆ Roomers to whom the household provides lodging, but not meals, for compensation.
- ◆ Live-in attendants who live with a household to provide medical care, housekeeping, child care, or other similar personal services. Live-in attendants can be separate households even if they buy, fix, and eat their food with the person for whom they are providing care.
- ◆ Other people who live with the household, but who do not routinely buy and fix their food with the household.

Do not include nonmandatory members when determining the Food Assistance household’s size, eligibility, or amount of benefits. (See 7-E, [Nonmandatory Members’ Income](#), for instructions.) If eligible, nonmandatory members can receive Food Assistance as a separate household.

Ineligible Members

Legal reference: 7 CFR 273.1(b)(2)(1)

“Ineligible members” are people who would normally get Food Assistance with other members of the household but are not included because they are ineligible to participate for some reason. Ineligible members **cannot** participate in the Food Assistance program as separate households. The following people are ineligible household members:

- ◆ Ineligible aliens. See [CITIZENSHIP AND ALIEN STATUS](#) in this chapter, and 7-I, [HOUSEHOLDS WITH ALIEN MEMBERS](#).
- ◆ Ineligible students. See 7-I, [STUDENTS](#).
- ◆ People who are disqualified for failing to provide a social security number. See [SOCIAL SECURITY NUMBERS](#).
- ◆ People who are disqualified for intentional program violation. See 7-J, [INTENTIONAL PROGRAM VIOLATION](#).
- ◆ People who are disqualified for not complying with work requirements. See [MANDATORY WORK REGISTRANTS \(MWRs\)](#).
- ◆ Ineligible adults who are not disabled and don’t have dependents (ABAWDS). See 7-I, [ABLE-BODIED ADULTS WITHOUT DEPENDENTS \(ABAWDS\)](#).
- ◆ Probation or parole violators and fleeing felons. See 7-I, [FLEEING FELONS AND PAROLE AND PROBATION VIOLATORS](#).
- ◆ SSI recipients whose Food Assistance benefits were received as cash in a state that cashes out Food Assistance benefits to SSI recipients.
- ◆ Residents of institutions. (See [RESIDENTS OF INSTITUTIONS](#) for exceptions allowing institution residents to get Food Assistance benefits as separate households.)

Consider the relationship of the ineligible member to others in the household when determining who else is a mandatory member. However, do not include an ineligible member when determining size of the eligible household, household eligibility, or the amount of benefits for the eligible household. For more information on ineligible household members, see 7-I, [INELIGIBLE HOUSEHOLD MEMBERS](#).

Children Under Joint Custody

Legal reference: 7 CFR 273.1(a)

When a child is under joint physical custody and the child spends an equal amount of time in each household during a month, include the child in only one household for Food Assistance. The custodians decide in which household to include the child.

Elderly Members Who Are Disabled

Legal reference: 7 CFR 273.1(a)(2)(ii)

Under certain conditions, a person who is both elderly and disabled can buy and fix food with others and still be a separate household. However, an elderly and disabled person still cannot be a separate household from people that are listed under [Mandatory Household Members](#). Conditions for the elderly and disabled person to be a separate household are:

- ◆ The person must be unable to buy and fix food independently because of a permanent disability. The disability can be physical or mental, disease-related, or non-disease-related. Determine disability by observing the person or through a statement from a physician or a licensed or certified psychologist saying that the person is unable to buy and fix food without help.
- ◆ The countable gross income of nonmandatory members living with the elderly and disabled person must be at or less than 165% of the federal poverty level for the corresponding household size. The following chart gives the amount of monthly countable gross income that is 165% of poverty for the corresponding household size.

165% of the Poverty Level			
Number of People	Gross Monthly Income	Number of People	Gross Monthly Income
1	\$1,490	5	\$3,547
2	\$2,004	6	\$4,061
3	\$2,518	7	\$4,575
4	\$3,032	8	\$5,089
For each additional member, add \$515			

Do not include the elderly and disabled person or that person's mandatory household members when determining the household size and income of the other people living in the household.

The other people in the household can get Food Assistance benefits separate from the elderly and disabled person only if the elderly and disabled person and that person's mandatory household members are eligible to get Food Assistance benefits separately. This does not mean that the elderly and disabled person must accept Food Assistance benefits, only that eligibility exists.

Mr. X is over 60 and gets SSI. He cannot buy or fix his own meals due to his permanent disability. Mr. X and his spouse, Mrs. X, live and eat with their son, aged 40; their daughter-in-law; and two grandchildren. The son, daughter-in-law, and grandchildren have gross income of \$1,400 per month. This is less than 165% of poverty line for four people, so Mr. and Mrs. X can be considered a separate Food Assistance household.

Mr. and Mrs. X are eligible for Food Assistance, but don't choose to participate. Their son's family can get Food Assistance benefits as a separate household.

Family-Life Homes

Legal reference: 7 CFR 273.1(a)(1)

Adults for whom a family-life home payment is made cannot get Food Assistance on their own. They are not members of the Food Assistance household, even if they buy and fix food with other household members, unless the household wants to include them.

Foster and Pre-Adoptive Children

Legal reference: 7 CFR 273.1(b)(4)

Foster children and their spouse or children living with them are not required to be in the foster parents' Food Assistance household unless the household chooses to include them. This is true regardless of whether they buy and fix food together. If the household excludes them, they cannot receive Food Assistance on a separate case.

Pre-adoption situations are like foster care. The children for whom the pre-adoption payments are made are not members of the Food Assistance household, even if they buy and fix food with other household members, unless the household wants to include them.

Independent Living

Legal reference: 7 CFR 273.9(b)(2)(ii)

Children that live in an independent living arrangement and receive foster care payments can get food stamps on their own.

Subsidized Guardianship

Legal reference: 7 CFR 273.1(c)(7)

Subsidized guardianship situations are like foster care. The children for whom the subsidized guardianship payments are made are not members of the food stamp household, even if they buy and fix food with other household members, unless the household wants to include them.

CATEGORICAL ELIGIBILITY

Legal reference: 7 CFR 273.2(j)

When a household is “categorically eligible,” it means that certain food stamp eligibility factors are automatically considered to be met and verified for that household. Categorical eligibility does **not** confer automatic eligibility for food stamp benefits. With the exception of the requirements that are automatically met, these households still must meet all food stamp eligibility requirements to be eligible for food stamp benefits.

The following sections explain:

- ◆ [What FIP and SSI households are categorically eligible](#)
- ◆ [What general assistance households are categorically eligible](#)
- ◆ [What households with a combination FIP, SSI, and GA benefits are categorically eligible](#)
- ◆ [What eligibility factors are automatically considered to be met for these households](#)
- ◆ [When to review categorical eligibility](#)

Categorically Eligible FIP and SSI Households

Legal reference: 7 CFR 273.2(j)(2)

Unless any member is disqualified because of a food stamp intentional program violation, a household is “categorically eligible” when all household members receive or are authorized to receive FIP or SSI benefits. A household with a member disqualified for IPV cannot be categorically eligible even if the disqualified person does receive SSI or FIP.

For the purposes of determining categorical eligibility, consider a person to be receiving FIP or SSI benefits when:

- ◆ The needs of the person are included in the cash payment.
- ◆ A cash payment is not received because benefits are being recouped.
- ◆ Benefits are suspended.
- ◆ A cash payment is not being received because the amount is less than \$10.
- ◆ A payment has been authorized but not yet received.
- ◆ The person is a SSI-related dependent person for whom State Supplementary Assistance payment is issued.

Disqualification or ineligibility of a household member from food stamps for any reason other than IPV does not affect the categorical eligibility of a food stamp household. Do not consider any person who is ineligible for food stamp benefits because of being disqualified or ineligible for any reason other than an IPV to be a household member when determining if the rest of the household is categorically eligible.

1. Mr. And Mrs. J both receive SSI. Mr. J is found to have committed an IPV and is disqualified from receiving food stamp benefits. Mrs. J continues to get food stamp benefits as a household of one, but is no longer categorically eligible.

Since categorical eligibility does not apply, all food stamp policies must be examined. For example, resource limits are not automatically considered to be met, but Mr. And Mrs. J’s resources remain exempt because they receive SSI. Mrs. J is disabled, so the gross income limit does not apply. But, because her household is not categorically eligible, the net income limit does apply when her food stamp benefits are calculated.

2. Mr. and Mrs. B receive food stamp benefits. Mrs. B receives SSI. Mr. B is employed. The household is not categorically eligible because Mr. B does not receive FIP, SSI, or general assistance.

Mr. B quits his job without good cause and is canceled from the food stamp case. Mrs. B is now a household of one, and is categorically eligible because the only household member (for the purpose of determining categorical eligibility) is an SSI recipient.

Categorically Eligible General Assistance (GA) Households

Legal reference: 7 CFR 273.2(j)

General assistance (GA) programs that provide emergency payments for only one month do **not** qualify as categorical assistance. A household is categorically eligible when:

- ◆ All members of the household receive **ongoing** benefits from a state or local GA program, and
- ◆ The GA program's income and resource criteria are comparable to or more restrictive than the FIP, SSI, or food stamp income limits and gross income test, and
- ◆ The GA, other than in-kind assistance, is financed with state or local funds and is for living expenses or other basic needs intended to promote the health or well-being of recipients.

GA recipients include:

- ◆ People authorized to get GA but who have not received payment yet.
- ◆ People whose GA is suspended or recouped.
- ◆ People not getting GA benefits because the payment is less than the minimum amount.

A county-funded veteran's assistance program giving ongoing benefits with appropriate income criteria is an example of a GA program that provides categorical eligibility. Do not take into consideration whether a GA payment is excluded as a loan when determining if the assistance makes the household categorically eligible.

Every month, Mr. T gets a county relief voucher for mortgage. The county gives this money to Mr. T as a loan. Mr. T is categorically eligible for food stamps even though assistance is excluded income.

Categorically Eligible Combination Households

Legal reference: 7 CFR 273.2(j)(4)(vii)

A household is categorically eligible when all of its members meet the categorical eligibility policies for, and receive benefits from, at least one of the following programs:

- ◆ FIP, or SSI, unless a member is ineligible for food stamps because of an IPV.
- ◆ General assistance from a GA program that meets the criteria for categorical eligibility.

For combination households, see [Categorically Eligible FIP and SSI Households](#) and [Categorically Eligible General Assistance \(GA\) Households](#) to determine whether to consider benefits to be received from each program. To determine what food stamp eligibility requirements are automatically considered to be met, according to the type of assistance the household member receives, see [Factors Met by Categorical Eligibility](#).

Factors Met by Categorical Eligibility

When determining food stamp eligibility for categorically eligible FIP, SSI, GA, or combination households, you can automatically consider that the following food stamp eligibility requirements are met:

- ◆ Resource limits
- ◆ Gross and net income limits
- ◆ Residency information
- ◆ Sponsored alien information

Also, categorically eligible FIP and SSI households do not have to provide social security number information. Categorically eligible GA households do have to provide social security numbers.

The transfer of resources policy does not apply to categorically eligible FIP or SSI households. The transfer of resources policy does apply to categorically eligible GA households. See [TRANSFERRED RESOURCES](#) in 7-D.

The following sections discuss the effect of categorical eligibility on:

- ◆ [Delaying application processing](#)
- ◆ [Reactivating an application](#)
- ◆ [Recertification](#)
- ◆ [Zero-benefits cases](#)
- ◆ [Claims](#)

Delayed Processing

Legal reference: 7 CFR 273.2(j)(1)(iv), 273.10(d)(7)

If a household is eligible for expedited service, do not delay processing to see if the household is categorically eligible.

If a household's food stamp eligibility depends on categorical eligibility, temporarily postpone the eligibility determination until FIP, SSI, or GA eligibility is established. However, do not delay an eligibility determination past the thirtieth day after application.

When the household is found to be categorically eligible within 30 days after the application, determine if the entire household was eligible for FIP, SSI, or GA benefits during the month of application. If so, issue benefits back to the date of the application.

If anyone in the household was not eligible for FIP, SSI, or GA benefits for the month of application, food stamp eligibility begins on the date the entire household is found eligible for FIP, SSI, or GA.

If you cannot conclude within the 30 days that the household is categorically eligible, and the household is otherwise ineligible, deny the application.

Reactivating the Application

Legal reference: 7 CFR 273.2(j)(1)(v), 273.10(d)(7)

Reactivate a denied application at the household's request or when you become aware the household is categorically eligible. Start benefits from the beginning of the period for which FIP, SSI, or GA is paid or from the original food stamp application date, whichever is later.

Determine eligibility and benefits using the original application and any other available information. Do not require the household to complete a new application or to attend another interview for the sole purpose of establishing eligibility and benefits. Contact the household by phone or by mail to:

- ◆ Discuss possible eligibility,
- ◆ Confirm changes in circumstances, and
- ◆ Determine if any other changes have occurred.

If the household supplies new information, or if the information given is different than what is listed on the application, the household must initial the changes, then resign and redate the application.

If an SSI household incurred excess medical and shelter expenses during the time SSI benefits were paid, use these deductions, as appropriate, to determine the amount of the restored food stamp benefits.

Recertifications

Legal reference: 7 CFR 273.2(j)(2)(vii)

Assume categorical eligibility at recertification if the FIP review is not completed on time.

Zero-Benefit Cases

Legal reference: 7 CFR 273.2(j)(2)(xi)

Deny categorically eligible households with three or more members when income causes food stamp benefit issuance to be zero.

Claims

Legal reference: 7 CFR 273.18

Categorical eligibility cannot be rescinded retroactively. Therefore, do not do a claim solely because you find out, after the fact, that a household should not have been categorically eligible. Do not establish a claim solely because excess resources caused FIP, SSI, or GA ineligibility.

However, you can do a claim if changes in income, deductions, or household size were required to be reported and would have affected the **benefit** level.

If the household committed a fraudulent act to obtain FIP, SSI, or GA benefits, do **not** automatically assume that the household committed a fraudulent act to obtain Food Assistance. This must be proven through an intentional program violation hearing.

Categorically Eligible Reporting Requirements

Legal reference: 441 IAC 65.5(4)

Do not require categorically eligible households to report any income changes after the household reports that their income exceeds its gross income limit and the household remains eligible for benefits. Take appropriate action on all reported changes.

Review of Categorical Eligibility

Legal reference: 7 CFR 273.2(j)(2)

When a household reports a change in circumstances, review categorical eligibility policies to see if the household has either gained or lost categorical eligibility.

CITIZENSHIP AND ALIEN STATUS

Legal reference: 7 CFR 273.2(b), 273.4(a)

Only the following people can get Food Assistance benefits:

- ◆ United States citizens,
- ◆ Non-citizen nationals of the United States, and
- ◆ Aliens who hold an immigration status as an “eligible alien” for Food Assistance purposes.

United States citizens are people born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, or the Virgin Islands. Non-citizen nationals are people born in American Samoa or the Swain Islands. Non-citizen nationals are the same as U.S. citizens for Food Assistance purposes.

Note: A person who has been convicted of a felony does lose certain rights of citizenship.

| However, these people are still considered to be citizens for the purposes of the Food Assistance program.

| See 7-I, [Who Is An Eligible Alien](#), for who is an “eligible alien” for Food Assistance purposes. Also see 7-I, [Documentation of United States Citizenship by Birth](#) and [Documentation of Acquired Citizenship](#), for listings of the kind of documents that can be used as evidence of citizenship.

COOPERATION

Legal reference: 7 CFR 273.2(d)(1) and 2, 441 IAC 65.22(3), 481 IAC 72.1(10A)

In order to be determined eligible for Food Assistance, households must:

- ◆ Complete and sign the application form
- ◆ Be interviewed
- ◆ Verify certain information
- ◆ Cooperate in any review of its eligibility, including reviews that are a result of a reported change or a recertification application
- | ◆ Cooperate with the Economic Fraud Control Unit in the Department of Inspections and Appeals (DIA)
- ◆ Cooperate in any review done by Quality Control

Deny or cancel any household that refuses to cooperate. To “refuse to cooperate,” the household must be able to cooperate but clearly show that it will not take the necessary actions. Do not deny or cancel a household if there is a question about whether the household refused to cooperate or merely failed to cooperate.

For example, to be denied for refusal to cooperate with the county office, a household must refuse to be interviewed, rather than just fail to appear for an interview. On the other hand, a household that failed to attend a scheduled interview or to assist in gathering information as a part of a DIA investigation would be denied for failure to cooperate.

The household may reapply, but it may not be determined eligible until it cooperates. See [Cooperation With Front-End Investigations](#) and [Cooperation With Quality Control](#), below, for more information.

Cooperation With Front-End Investigations

Legal reference: 481 IAC 72.1(10A), 72.2(10A), 72.4(10A)

The purpose of front-end investigation is to prevent households from fraudulently receiving Food Assistance by conducting investigations on applications and reapplications before an eligibility determination is made.

The following sections explain procedures for:

- ◆ [Referring a household to the DIA for investigation](#)
- ◆ [The front-end investigation process](#)
- ◆ [Acting on front-end investigation findings](#)
- ◆ [Handling an application from a person sanctioned for failure to cooperate with DIA](#)

Referring a Household for Investigation

Legal reference: 481 IAC 72.2(10a)

Refer questionable cases to the Economic Fraud Control Unit of the Department of Inspections and Appeals (DIA) for further investigation. Before making a referral to DIA, take a prudent-person approach to the information the client gives you. Allow the client the opportunity to explain the situation or resolve any questionable information.

Make referrals using form 470-2998, *Referral for Front-End Investigation*. One or more of the factors listed on the form must be present in a case in order to make a referral. See 6-Appendix for more information about how to fill out the form.

When a client contacts you within 30 days of the noncooperation, agreeing to cooperate, inform the DIA investigator either by phone or by electronic mail. (You do not need to complete another *Referral for Front-End Investigation*.) The 30-day period begins on the date the DIA investigator notified you the client did not cooperate.

When the client contacts the DIA investigator within 30 days of the noncooperation agreeing to cooperate, the DIA investigator will schedule an appointment with the client and notify you.

Food Assistance Trafficking

Legal reference: 481 IAC 72.2(10a)

If you receive a complaint about Food Assistance trafficking, see 7-A, [Handling Complaints of Trafficking](#). See 7-A, [Definitions](#), for the definition of trafficking.

The Front-End Investigation Process

Legal reference: 481 IAC 72.2(10A), 72.3(10A)

DIA staff investigate cases to:

- ◆ Determine if information supplied by the client is correct.
- ◆ Assist in reducing the program error rate.
- ◆ Identify overpayments for recovery.

DIA investigators use form 427-0326, *Investigator Introduction Letter*, to let clients know that their case has been referred to the Economic Fraud Control Unit for front-end investigation.

The DIA investigator determines if an interview is needed. If so, the DIA investigator mails form 427-0323, *Investigator Appointment Letter*, to the client to be interviewed. Before the interview, the DIA investigator informs the client of:

- ◆ The purpose of the investigation
- ◆ The type of information being reviewed
- ◆ The client's responsibility to cooperate
- ◆ The consequences of refusing to cooperate in an investigation

DIA investigators also decide which eligibility items need further verification.

If the client previously received benefits and there is a discrepancy, the investigation may continue. However, DIA does not continue an investigation involving clients who never received benefits and withdrew their application, or clients who were denied benefits.

The DIA investigators may request and have access to the DHS client file if the investigator determines it is necessary. DIA staff must follow the terms of the contract between the Department and DIA with respect to confidentiality.

Acting on Front-End Investigation Findings

Legal reference: 481 IAC 72.4(10A)

The DIA investigator reports the results of the investigation to the Department on a front-end investigation report. This report is sent to the IM. Clients refusing to cooperate are also listed on this report.

After an investigation has been done, determine eligibility and benefits, taking into consideration the findings of the investigator. The evidence in the findings of the investigator is considered verified information. Once you have made an eligibility determination, report the actions taken to the investigator.

If you so request, the DIA investigator will attend appeal hearings and testify to the information gathered by DIA.

Application After Failure to Cooperate

Legal reference: 481 IAC 72.4(10A)

If the household reapplies after benefits have been denied or canceled for refusal to cooperate, the date of eligibility is the date the client cooperates by attending an interview with the investigator and assisting in the gathering of information. The expedited processing time limit begins as of the date of cooperation.

Sometimes people who reapply after being denied or canceled for failure to cooperate resolve whatever was suspicious or questionable when the case was originally referred. If you decide that the situation is resolved, document this decision in the case record. Notify the DIA investigator of your decision and approve the case.

Cooperation With Quality Control

Legal reference: 7 CFR 273.2(d)(2)

A household is ineligible if it refuses to cooperate in any review of its eligibility done by quality control. The period of ineligibility is:

- ◆ 95 days from the end of the review period for reviews by state quality control staff **or**
- ◆ Seven months from the end of the review period for reviews by federal quality control staff.
- ◆ The annual review period ends on September 30 of each year.

A household terminated for refusal to cooperate with a quality control reviewer may reapply. Do not determine the household eligible until either:

- ◆ The household cooperates with the quality control reviewer by attending an interview and providing required verification, or
- ◆ The period of ineligibility is over.

DUPLICATE ASSISTANCE

Legal reference: 7 CFR 273.3

A person can receive Food Assistance in only one household at a time. **Exceptions:** Residents of shelters for battered women and children who get Food Assistance as a member of the same household as the batterer may get duplicate Food Assistance.

It is **not** duplicate assistance when:

- ◆ A person moves from one household to another, **and**
- ◆ The person's benefits on the prior case are subject to a claim because they were issued in error, **and**
- ◆ The person is added to the new household for the same month.

PENALTY FOR NOT FOLLOWING ANOTHER PROGRAM'S RULES

Legal reference: 441 IAC 65.50(234)

Do not increase Food Assistance when a means-tested program sanctions a household by reducing cash benefits as a penalty for not following the program's rules.

The Family Investment Program is a means-tested program. Food Assistance is not allowed to increase while a FIP grant is reduced due to a FIP sanction on the household for failing to follow certain rules. Impose a 10% reduction on a sanctioned FIP household's Food Assistance. Continue to reduce Food Assistance for the time period of the FIP penalty.

There may be other means-tested programs that also reduce cash benefits for failure to follow the program's rules. However, no others have been identified. Contact the Bureau of Financial Support Programs if you think that a means-tested program other than FIP has reduced cash benefits for failure to follow the program's rules.

Do not apply the 10% reduction to Food Assistance benefits because a means-tested program, such as SSI, reduces cash benefits to collect on an overpayment. A recoupment is a collection action, not a penalty. See 7-E, [Recoupment](#).

Mr. Q's SSI payment is being reduced to collect on an overpayment that he received from SSI. The 10% reduction is not applied to Mr. Q's Food Assistance because the only reason his SSI payments are being reduced is because of the recoupment.

The following sections explain:

- ◆ [How to impose the 10% reduction when a FIP grant is reduced.](#)
- ◆ [How this policy applies when FIP is suspended or canceled.](#)
- ◆ [When to stop applying the reduction.](#)

Imposing the 10% Reduction

Reduce a household's Food Assistance allotment by 10% when a FIP household receives a reduced FIP grant because FIP:

- ◆ Removes a person's needs from the grant because the person failed to apply for other benefits for which the person may qualify.
- ◆ Reduces the grant because a member did not cooperate with the Child Support Recovery Unit.

Do not apply the 10% reduction in Food Assistance benefits when the FIP grant is reduced as a result of a household's choice. For example, when a household is placed on FIP's limited benefit plan, it is as a result of the household's choice.

Do not apply this policy when the only reason the FIP grant is reduced is because a recoupment is being made to collect on a FIP overpayment. This is because a recoupment is a collection action, not a penalty. See 7-E, [Recoupment](#).

Start the 10% reduction for the same month that FIP starts reducing the grant. Continue to apply the 10% reduction for each month that the FIP sanction is in place.

Note: A FIP household may experience additional changes that cause the FIP grant to increase instead of decrease, even though FIP is applying a sanction for a reason listed above. If this happens, you must still apply the 10% penalty to reduce the household's Food Assistance.

The following sections explain:

- ◆ [When to apply the penalty if the FIP grant is reduced retroactively.](#)
- ◆ [How the penalty applies to applicant situations.](#)

When the FIP Grant Is Reduced Retroactively

When FIP cannot reduce the grant for the first month of the FIP sanction because of timely notice requirements, FIP will apply the sanction retroactively by recouping excess FIP issued for the first month. Do not apply the 10% reduction retroactively by establishing an overpayment for Food Assistance.

If FIP applies the sanction only retroactively by recouping, and does not continue the grant reduction for an ongoing month, do not apply the 10% reduction to Food Assistance for any month.

Mrs. B fails to cooperate with CSRU in May. This is not discovered until after timely notice day in May. Because the required timely notice cannot be given to reduce the grant for June, the FIP penalty for reducing the grant and the 10% reduction in Food Assistance cannot be applied until July.

In June, Mrs. B expresses willingness to cooperate and cooperates with CSRU. FIP stops the grant reduction effective July 1. FIP initiates a claim for a portion of the June FIP grant. Mrs. B's June Food Assistance is not subject to a claim, because the 10% reduction cannot be applied retroactively. Because the FIP grant reduction does not continue for July, Mrs. B's Food Assistance is not reduced by 10% for July.

Note: If FIP correctly applies a sanction to reduce the grant, but due to an error the 10% reduction in Food Assistance is not made, establish a Food Assistance overpayment for the months that the 10% reduction should have been in place.

FIP removes Mrs. C's needs from the grant for failing to apply for social security benefits. The worker makes FIP entries on July 5 giving timely notice to reduce the grant for August, but forgets to start the 10% reduction of Mrs. C's Food Assistance.

The FIP grant reduction continues until Mrs. C provides verification that she applied for social security benefits in October. Mrs. C reports this in time for FIP to add her to the grant by issuing an adjustive FIP payment for October.

When making system entries to add Mrs. C and issue the adjustive FIP grant for October, the worker discovers that the 10% Food Assistance reduction has never been made. The worker establishes a Food Assistance overpayment for the months of August, September, and October.

Application Situations

A household may be approved for a FIP grant that is reduced because of a sanction during a month in which the household already received Food Assistance. Do not recalculate the Food Assistance for that month. When Food Assistance is ongoing, you must always give timely notice to apply the 10% reduction.

Mr. M's FIP grant is reduced because he did not cooperate with CSRU. The 10% reduction is applied to his Food Assistance for the month of March. Mr. M's household is canceled from FIP and Food Assistance effective April 1 for failing to provide information.

On April 3, Mr. M reapplies for both FIP and Food Assistance. Mr. M is eligible for expedited service and is approved for Food Assistance on April 5. On April 11, Mr. M's FIP application is approved. Mr. M's April grant is reduced because he still has not cooperated with child support recovery.

Mr. M's household was not approved for FIP before, or at the same time Food Assistance was approved. Therefore, Mr. M's household was not a FIP household when his Food Assistance was approved. As a result, the 10 % reduction is not applied for April.

If a household is approved for Food Assistance and for a FIP grant at the same time, apply the 10% reduction to the household's Food Assistance when FIP is applying a sanction to reduce the grant. Timely notice is not required to apply the 10% reduction when approving an application for Food Assistance.

Ms. R's household is approved for both FIP and Food Assistance on May 7. Ms R's FIP grant is reduced due to an ongoing sanction for failing to cooperate with CSRU. Because both FIP and Food Assistance are approved at the same time, Ms. R's Food Assistance is reduced by 10% due to the FIP sanction reducing the grant.

When FIP Is Suspended or Canceled

A household's FIP grant may be suspended for a month while the household still gets Food Assistance. If a FIP sanction is in place when the grant is suspended, continue to apply the 10% reduction in the household's Food Assistance. The household is still considered a FIP household while in a month of suspension, even though the household is not receiving a FIP grant for that month.

Do not apply the 10% reduction in Food Assistance to any month in which the household is not a FIP household. Stop the 10% reduction when a FIP sanction is in place but FIP is canceled.

Ms. K's FIP grant is reduced and the 10% reduction is applied to her Food Assistance for the month of May, because she did not cooperate with CSRU.

Ms. K and her family are canceled from FIP effective July 1 because of an LBP. Because the household is not a FIP household, the 10% reduction in Food Assistance must be stopped effective July 1.

Stopping the 10% Reduction

Stop applying the 10% reduction to the household's Food Assistance benefits for the same month that FIP stops applying the sanction to reduce the grant. This includes when FIP is canceled.

Do not stop the 10% reduction in Food Assistance benefits retroactively. FIP may:

- ◆ Stop reducing the grant retroactively by issuing an adjustive payment during or for a month for which the 10% reduction in Food Assistance has already been made; or
- ◆ Stop the sanction for a future month, when it is too late to stop the 10% reduction in Food Assistance.

In these situations, do not issue either lost benefits or a supplemental allotment. The 10% reduction was correctly applied to Food Assistance at the time it was made.

Mrs. N fails to cooperate with CSRU in May. Her FIP grant reduction and 10% reduction in Food Assistance start in June. In August, Mrs. B cooperates with CSRU. The FIP sanction ends for August and FIP issues an additional payment for August.

The 10% reduction in Food Assistance ends effective September 1. Food Assistance for August is not recalculated, because the 10% reduction for August was correctly applied when the reduction was made.

When FIP stops reducing the grant retroactively because the FIP sanction was applied in error, recalculate Food Assistance without the 10% reduction for the months the FIP sanction was applied in error.

Issue supplemental Food Assistance for the current month if the amount of benefits issued is less than the amount the household should have received. Also restore lost benefits if the amount of benefits issued for past months is less than the amount the household should have received.

RESIDENCY

Legal reference: 7 CFR 273.3

Verify that a household is living in Iowa. The household does not need to be living in a fixed residence. For example, if a person lives in a car or at a campsite, the person still meets the residency requirements. The household does not need to plan on living in Iowa permanently, but a person who is just on vacation does not meet the residency requirement.

Once you have verified residency in Iowa, you do not need to verify it again unless residency becomes questionable. Accept any document or collateral contact that reasonably proves the applicant's residency. This could include documents used to verify other information, such as rent payments, mortgage payments, and utility expenses.

People who are homeless, migrant farm workers, or new arrivals to Iowa may be exempt from this verification if you determine that documentation is too difficult to get or not yet available.

Exception: Categorically eligible households do not have to give residency information.

RESIDENTS OF INSTITUTIONS

Legal reference: 7 CFR 273.1(b), 273.11(e), (f), 271.2

People who live in institutions that furnish meals are not eligible for Food Assistance, with the following exceptions:

- ◆ Residents of federally subsidized housing for the elderly, built under either Section 202 of the Housing Act of 1959 or Section 236 of the National Housing Act.
- ◆ People who are eligible as described under 7-A, [MEAL PROVIDERS THAT ACCEPT FOOD ASSISTANCE](#).

People are ineligible if they live in an institution that serves them over 50% of three meals a day as part of the institution's normal services.

Dormitory students are not eligible for Food Assistance when the institution serves them a majority of their meals. Dormitory students who purchase a plan that does not serve a majority of their meals or don't purchase a meal plan can receive Food Assistance if otherwise eligible.

People who are hospital patients for a full calendar month are not eligible for Food Assistance.

SOCIAL SECURITY NUMBERS

Legal reference: 7 CFR 273.6(a), (b)(2)(ii), Policy letter 98-03 Att. 1

Before being certified, a household applying for Food Assistance must:

- ◆ Give the social security number of each household member aged seven months or older, or
- ◆ Provide proof that the person has applied for a number.

Exception: If a household refuses to provide a social security number for any household member based on a sincere religious objection, a social security number cannot be required as a condition of eligibility. However, you may check with the Social Security Administration to see if the household members already have social security numbers, and may use any existing social security numbers for verification and matching purposes without further notice to the household.

Once a household is certified, the household must give the social security number or apply for a number before a person aged seven months or older is added to the household.

Persons Under Seven Months Old

Legal reference: 7 CFR 273.6(b)(4)

Households applying for assistance do not have to provide a social security number or proof of application for members who are under seven months of age. The household must provide the social security number or proof of application for the number at the next recertification or when the baby is seven months old, whichever is later.

When a participating household reports the birth of a baby, the household must provide the social security number or proof of application for the number at the next recertification or when the baby is seven months old or older, whichever is later.

A household can have good cause for failure to provide a social security number or proof of application for a number. See [Good Cause for Not Supplying a Social Security Number](#).

Persons Seven Months Old or Older

Legal reference: 7 CFR 273.6(b)(4)

A newly applying household must provide either a social security number or a receipt of application for the number for each household member who is seven months of age or older.

When an ongoing household is adding a person who is seven months of age or older, the household must provide either a social security number or a receipt of application for the number for that person.

Obtaining a Social Security Number

Legal reference: 7 CFR 273.6(a), 6(b)(2)(ii)

When a household member needs to apply for a social security number, tell the household where to file the application, form SS-5, and that the Social Security Administration requires proof of age, identity, and citizenship or alien status.

A household can also apply for a social security number for a newborn at the hospital through the “Enumeration at Birth” project.

The Social Security Administration issues form SSA-5028, *Proof of Application*, as proof that the person has applied for a social security number. The Social Security Administration will notify the Department after the social security number has been assigned if form SS-5 is filled out according to instructions in [14-G-Appendix](#).

Verifying a Social Security Number

Legal reference: 7 CFR 273.2(f)

Verify social security numbers with the Social Security Administration by entering the number into the system. If the number cannot be verified, the client has ten days to either:

- ◆ Apply for a new number and give proof of application (form SSA-5028), **or**
- ◆ Provide information to resolve the discrepancy.

Do not delay certification just because a social security number has not been verified.

Verify application for a social security number for a person aged seven months or older with either:

- ◆ Form SSA-5028, *Proof of Application*.
- ◆ Form SSA-2853, *Information About When You Will Receive Your Baby's Social Security Card*.

Good Cause for Not Supplying a Social Security Number

Legal reference: 7 CFR 273.6(d), 273.2(i)

Good cause for not supplying a social security number exists when:

- ◆ A household can prove that it gave a complete application with needed documentation to the Social Security Administration, but a number has not been received.
- ◆ A household has made a good faith effort to get the Social Security Administration the needed documents to apply.

Offer to help a person applying for a social security number who is unable to get the documents Social Security needs. Illness, lack of transportation, or temporary absence do not count as good cause, because the applicant has the option to mail the application in rather than apply in person.

If good cause for not supplying the number exists for a person aged seven months old or older, allow the person to get Food Assistance, including emergency Food Assistance, for the month of application plus one more month. The person must supply a social security number by the end of the second month or be disqualified, unless good cause continues to exist. Reexamine good cause on a monthly basis.

Failure to Give or Apply for a Social Security Number

Legal reference: 7 CFR 273.6(c)

If a household member refuses or fails to give or apply for a social security number of a household member aged seven months old or older without good cause, the person who does not have the social security number is ineligible. Only the person who does not have a social security number is ineligible—not the entire household. The disqualified household member is ineligible until a social security number is received and verified.

STRIKERS

Legal reference: 7 CFR 273.1(e), 441 IAC 65.17(234)

Processing an application from a household in which one or more of the members may be on strike is a three-step process.

1. Determine if the person is a striker. If a household member is **not** considered a striker, no special procedures apply. The following people are **not** considered strikers:
 - ◆ A person affected by a lockout. A lockout occurs when an employer closes the workplace in order to resist demands of employees.
 - ◆ A person who goes on strike who was exempt from the work registration requirements the day before the strike. This provision does not apply to people who were exempt from work registration only because they are employed.
 - ◆ A person unable to work as a result of striking employees (e.g., truck drivers left with nothing to deliver).
 - ◆ A person who is not participating in a strike. A person is not participating in a strike if the person meets all of the following conditions:
 - The person is not picketing and does not intend to picket during the strike,
 - The person does not draw strike pay, and
 - The person either crosses the picket line and goes to work, or provides a signed statement indicating the person is willing to return to work but does not want to cross the picket line for fear of injury, death, or trauma from harassment. The service area manager determines if such a risk to the person's physical or emotional well-being exists.
2. If a household member **is** considered a striker, determine if the household would have been eligible the day before the strike occurred. Use the household membership on which current eligibility will be based. If the household would **not** have been eligible, deny the application.
3. If the household *would* have been eligible before the strike *and is* otherwise eligible at the time of application, compare the striking member's income before the strike to the striker's current income.

Add the higher of the two amounts to the current income of non-striking members during the month of application. Continue to count income according to this method for each month in which a member is on strike. The higher amount is used because households can not receive an increased allotment because of a decrease in the income of the striking members of the household.

4. To determine eligibility in comparison to the net income eligibility standard, use deductions for the month of application the same as for any other household member. Whether you are using the striker's pre-strike earnings or current income, allow the earnings deduction if appropriate. Approve the application if the household is eligible.

When the striking member returns to work and the household remains eligible, continue to use this calculation until full regular paychecks are received and considered.

MANDATORY WORK REGISTRANTS (MWRs)

Legal reference: 7 CFR 273.7(j)

A mandatory work registrant (MWR) is a person who is required to meet the work requirements listed under [Work Requirements for MWRs](#) to be eligible for Food Assistance benefits. See [Exemptions From Work Registration](#) for a list of reasons to exempt people from work registration requirements.

Determine the MWR status of:

- ◆ Each household member at application and recertification.
- ◆ A new member who is joining an ongoing household. See [Changing From Exempt to MWR](#) for when a new member must be registered for work.
- ◆ Members of a certified household when a change in household circumstances may also change the MWR status of the members. See the policies [Changing From Exempt to MWR](#) and [Changing From MWR to Exempt](#) for when and how to change the person's status.

The work registration status coding includes whether a person is a mandatory food stamp employment and training (FSET) participant. See [7-M](#) to determine the person's FSET status. A mandatory work registrant can be either mandatory or exempt from FSET. The applicable work registration status of each household member must be entered on the ABC system. See 14-B-Appendix, [TD03](#), for instructions on coding.

Exemptions From Work Registration

Legal reference: 7 CFR 273.7(b), 441 IAC 65.28(2)(a-h)

A person is exempt from work registration if:

- ◆ Under age 16.
- ◆ Aged 16 or 17 and not the head of the household. The head of household is the person that shows on ABC as the case name.
- ◆ Aged 60 years or older.
- ◆ Physically or mentally unfit for work. The person's condition can be either temporary or permanent. If the person's disability is not apparent, you may need verification. Verification can include proof such as:
 - A statement from a physician, a licensed health care professional, or a licensed certified psychologist, or
 - Proof that the person is receiving temporary or permanent disability benefits from the government or a private source.
- ◆ A FIP recipient.
- ◆ Caring for a dependent child under age six or an incapacitated person. The person must agree to register for work as part of the next scheduled recertification after the child's sixth birthday, unless another exemption applies.

More than one person cannot claim responsibility for the care of the same child. If there are two or more children in a household, each adult can claim the responsibility for the care of different children. For example, in a household with two adults and two children, both adults can be exempt if they each claim responsibility for the care of a different child.

- ◆ Receiving job insurance benefits (JIB) or registered for work as part of the JIB application process (unemployment compensation). **Note:** This exemption does not apply to union members who are laid off and expect to be recalled, because they are **not** required to register for work when they apply for JIB. Once they start to receive JIB benefits, union members are exempt from work registration.
- ◆ Working for pay at least 30 hours per week or receiving gross weekly earnings at least equal to the federal minimum wage multiplied by 30 hours.

The federal minimum wage rate is as follows:

Effective July 24, 2007	\$5.85/hour
Effective July 24, 2008	\$6.55/hour
Effective July 24, 2009	\$7.25/hour

When hours of work fluctuate, average the hours for a period of time that allows a reasonable estimate of the hours expected to be worked per week. Working for an in-kind benefit, such as working-off rent, does not provide an exemption from work registration.

- ◆ Working at self-employment at least 30 hours per week, regardless of the amount of money earned. Or, receiving net earnings at least equal to the federal minimum wage multiplied by 30 hours. A statement from the person is sufficient documentation of hours of work. Home-schooling a child at least 30 hours a week is considered self-employment for the purpose of allowing this exemption.
- ◆ A migrant and seasonal farm worker who is under contract or similar agreement with an employer or crew chief to start work within 30 days.
- ◆ Enrolled at least half time in any recognized school, training program, or institution of higher education (provided that the student has met student eligibility requirements in [7-I](#)). The school defines half time enrollment. This exemption continues during all school terms, vacations, and breaks when the student intends to register for at least half time for the next school term. The exemption ends when the person:
 - Graduates.
 - Is suspended.
 - Is expelled.
 - Drops out.
 - Has completed a regular school term and does not intend to register for the next normal school term.

- ◆ A regular participant in a drug addiction or alcoholic treatment rehabilitation program if the center is certified by the Iowa Department of Public Health, Division of Substance Abuse. Participation can be either as a resident of the center or on an outpatient basis.
- ◆ An applicant for both SSI and Food Assistance who filed a joint application at the Social Security office. If the person filed for SSI, but applied for Food Assistance separately at DHS, do not use this exemption. Instead, determine if the exemption for “physically or mentally unfit for work” applies.

This exemption continues while the person is waiting for a decision about SSI eligibility. “Waiting for a decision” includes the period of time during which a person is appealing a denial of the SSI application.

If the person becomes eligible for SSI, the exemption continues as long as the person continues to be eligible for SSI. If the Social Security Administration finds that person is **not** eligible for SSI, the exemption ends.

A person who is found ineligible for SSI still may be exempt from work registration under the exemption for being “physically or mentally unfit for work.” Determine if the person meets this exemption or a different exemption status within two months of notification of ineligibility for SSI.

Work Registration Process

Legal reference: 7 CFR 273.7(c)

At application or recertification, all mandatory worker registrants (MWRs) in the household must agree to register for work. By signing the application or recertification form, they are considered to be registered for work.

When a household has one or more members who are MWRs, give or mail to the person who is interviewed one copy of form 470-2255 or 470-2255(S), *Food Assistance Work Rules*, for each MWR in the household. Keep copies of the forms in the case file to document that one was given to each MRW. When a person is determined to be an MWR, see 7-M, [FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM](#).

All MWRs must also have their FSET participation status determined, even if the county they live in does not currently have FSET. Enter the appropriate MWR/FSET code on ABC for each household member. See 14-B-Appendix, [TD03 FSET](#), for work registration or referral codes. MWRs may also be subject to the ABAWD work requirements. See 7-I, [Able-Bodied Adults Without Dependents \(ABAWDs\)](#).

Also, explain to the person who attends the interview:

- ◆ What work requirements are,
- ◆ The rights and responsibilities of MWRs, and
- ◆ The penalties for failing to comply with work requirements.

The work registration status of a household member may change during the certification period. When a change is reported that may affect mandatory work registration status of a household member, see the policies [Changing From Exempt to MWR](#) and [Changing From MWR to Exempt](#). These policies provide the process to change the mandatory work registration status of certified household members.

See [Changing From Exempt to MWR](#) for the process to register new MWR members who join certified households.

Changing From Exempt to MWR

Legal reference: CFR 273.7(b)

When a household reports a change in circumstances that results in a member losing an exemption from mandatory work registration, mail or give form 470-2255 or 470-2255(S), *Food Assistance Work Rules*, right away to the person who lost the exemption. Also issue the form to any new member joining the household.

Make the system entry to show the person's mandatory work registration status.

Changing From MWR to Exempt

Legal reference: 441 IAC 65.28(5)

A change in circumstances can cause a person to become exempt from work registration during the household's certification period. When a change is reported that indicates a person has become exempt, give the household ten days to verify the circumstances, if necessary.

If verification **is** necessary to allow the exemption, keep the person coded on the system as an MWR until the verification is returned. Make the system entries to show the person's exempt status when you receive the verification.

Do not cancel a person for the sole reason that the person fails to verify an exemption from work registration. If this happens, keep the person coded as an MWR on the system until you receive verification. If a work requirement violation happens while the person is coded as an MWR, be sure to give the person another opportunity to verify the claimed exemption, if necessary to avoid disqualification.

If verification is **not** necessary in order to allow the exemption, make the system entry right away to change the person to exempt.

Work Requirements for MWRs

Legal reference: 7 CFR 273.7(a), 441 IAC 65.28(6), 65.27(234)

Unless they have good cause to not do so, to be eligible for Food Assistance benefits, MWRs must:

- ◆ Agree to register for work with the Iowa Workforce Development (IWD).
- ◆ Give information about their employment status or availability for work when asked to do so by the Food Assistance office or its designee.
- ◆ Accept a bona fide offer of suitable employment. See the policy [Determining if Employment Is Suitable](#) for what is considered to be suitable employment.
- ◆ Not voluntarily quit a job that provides at least 30 hours of work weekly. See the policy [Voluntary Quit](#) to determine if a job loss is a voluntary quit.
- ◆ Work at least 30 hours a week if their employer offers at least 30 hours a week. See the policy [Reduction in Work Effort](#) to determine if a reduction in work effort has happened.
- ◆ Comply with unemployment insurance benefit (UIB) requirements that are comparable to those in the Food Stamp Employment and Training Program (FSET).
- ◆ Participate when assigned to an FSET program. IWD provides notification to the IM worker when an MWR fail to participate.
- ◆ Report to an employer when they are referred by Iowa Workforce Development.

Good Cause for Not Complying With Work Requirements for MWRs

Legal reference: 7 CFR 273.7(i)(3), 441 IAC 65.28(17), 65.28(12), and 65.27(234)

Do not disqualify a person for committing a work requirement for MWRs violation (including voluntary quit) when the person has good cause for not complying. Good cause for MWRs failing to comply with a work requirement, including quitting a job or a reduction of work effort, includes when:

- ◆ There were circumstances beyond the person's control. Examples include the person's illness, illness of another household member requiring the person's presence, a household emergency, the lack of transportation, or the lack of adequate child care for children ages 6 through 11. The household determines if adequate child care or transportation is available.
- ◆ The job was unsuitable. See [Determining if Employment Is Suitable](#) for reasons that make a job unsuitable.
- ◆ The employment became unsuitable after the person accepted the job. See [Determining if Employment Is Suitable](#) to determine if the job was unsuitable.
- ◆ There was discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
- ◆ The work demands or conditions make it unreasonable to continue employment, such as working without being paid on schedule.
- ◆ A person leaves employment to accept another job or enroll at least half time in a recognized school, training program, or institution of higher education.
- ◆ A person leaves employment because another household member accepted a job or enrolled at least half time in a recognized school, training program, or institution of higher education in another county or state, causing the household to move.
- ◆ A person under age 60 resigns and it is recognized by the employer as retirement.

- ◆ A person accepts a genuine job offer that provides at least 30 hours a week, or weekly earnings at least equal to the federal minimum wage times 30 hours, and which because of circumstances beyond the control of the person either:
 - Did not materialize, or
 - Resulted in employment of less than 30 hours a week or pay of weekly earnings of less than federal minimum wage times 30.
- ◆ A person leaves a type of employment that, due to its nature, requires workers to frequently move from one employer to another. Examples include migrant farm labor, or construction work.
- ◆ The job quit was not a voluntary quit. See [Voluntary Quit](#) to determine if a voluntary quit occurred.
- ◆ The reduction in hours of work was not a reduction of work effort. See [Reduction in Work Effort](#) to determine if the person reduced his or her work effort.

Verifying a Claim of Good Cause

Legal reference: 7 CFR 273.7(i)(4)

Always consider all the facts and circumstances when a MWR claims good cause for failing to comply with work requirements. When a good cause reason is based on circumstances beyond a person's control, the person's statement is sufficient verification.

Document the person's claim of good cause in the case record. In the case of a voluntary quit, include information such as that submitted by the household member involved, the employer, employee associations, union representatives, and grievance committees or organizations.

If you cannot obtain requested proof to dispute a MWR's claim of good cause, grant the person good cause and do not deny or cancel food stamp benefits. This most often occurs when the person quits due to discrimination or unreasonable demands made by the employer, or when the employer cannot be located.

Either Iowa Workforce Development or the IM worker can make the decision on good cause for failure to comply with FSET requirements. IM makes the decision on good cause for failure to comply with all other work requirements for MWRs.

Determining if Employment Is Suitable

Legal reference: 7 CFR 273.7(h), 441 IAC 65.28(15)

Failure to accept an offer of employment or continue employment is grounds for disqualification only if the employment is suitable. Employment is considered unsuitable if:

- ◆ The wage offered is less than:
 - The applicable federal or state minimum wage (whichever is higher), or
 - 80 percent of the federal minimum wage, if neither the federal nor state minimum wage is applicable.
- ◆ The job is on a piece-rate basis, and the average hourly earnings are less than the hourly wage as defined above.
- ◆ The person must join, resign from, or refrain from joining any legitimate labor organization to get or keep the job.
- ◆ The job offered is at a site currently subject to a strike or lockout, unless the strike has been enjoined under Section 208 of the Labor-Management Relations Act (commonly known as the Taft-Hartley Act), or unless an injunction has been issued under Section 10 of the Railway Labor Act.
- ◆ The distance from the person's home to the place of employment is unreasonable, considering the expected wage and the time and cost of commuting. The person makes this determination.
- ◆ Daily commuting time exceeds two hours per day, not including taking a child to and from a child care facility. When a household move results in more than two hours commuting time the job is unsuitable. This includes moves within the state as well as from state to state. This applies whether a person leaves a job before or after the move.

- ◆ The distance to the place of employment is too far to walk, and neither public nor private transportation is available to get the person to the job site. The person makes this determination.
- ◆ The household member involved can show, or you become aware of, any of the following:
 - There is an unreasonable degree of health and safety risk.
 - The person is physically or mentally unfit to perform the job, as documented by medical evidence or by reliable information from other sources.
 - The job is offered within the first 30 days of registration and is not in the person's major field of experience.
 - The working hours or nature of the job interferes with the person's religious observances, convictions, or beliefs.

Work Requirement Violations

Legal reference: 7 CFR 273.7(f) and (j)

The only work requirements listed under the policy [Work Requirements for MWRs](#) that apply to people prior to applying for food stamp benefits are those that prohibit voluntary quit and reduction of work effort.

The entire set of work requirements that are listed under the policy [Work Requirements for MWRs](#) apply to people after filing an application and while certified for food stamp benefits.

Voluntary Quit

Legal reference: 7 CFR 273.7(j)

MWRs are not eligible for food stamp benefits when they voluntarily quit a job that provided 30 hours a week of work **or** weekly earnings at least equivalent to the federal minimum wage multiplied by 30 hours.

A “voluntary quit” occurs when:

- ◆ A person quits suitable employment voluntarily without good cause. See the policies [Good Cause for Not Complying With Work Requirements](#) and [Determining if Employment Is Suitable](#) to determine if the person had good cause to quit.
- ◆ An employee of the federal, state, or local government is fired because of participating in a strike against the employer. Good cause provisions do not apply to this situation.
- ◆ A person working under a contract declines a renewal offer that has terms comparable to those of the previously existing contract, and who has not secured new work at comparable earnings or hours. Good cause provisions may apply when this happens.

It is not a voluntary quit when a person:

- ◆ Terminates a self-employment enterprise.
- ◆ Resigns at the demand of the employer.
- ◆ Does not reenlist in the military.

Reduction in Work Effort

Legal reference: 7 CFR 273.7(j)

MWRs are not eligible for food stamps when they voluntarily and without good cause reduce their work effort to working less than 30 hours a week. This policy applies to both employed and self employed individuals.

This policy does not apply to jobs that provided less than 30 hours of work per week prior to the reduction. Do **not** use the minimum wage equivalency to determine the number of hours a person works for the purpose of applying this policy.

It is not a reduction in work effort when a person reduces hours of work:

- ◆ But not to less than 30 hours per week, or
- ◆ At the demand of the employer, or
- ◆ To less than 30 hours per week on a temporary basis. A person may temporarily reduce hours of work for reasons like vacation or personal business.

Disqualification for MWR Work Violations

Legal reference: 7 CFR 273.7(f)

People who within 30 days before the date of applying, after applying or while certified for food stamp benefits, are not eligible without good cause when they:

- ◆ Voluntarily quit a job. See [Voluntary Quit](#) for what constitutes a voluntary quit.
- ◆ Voluntarily commit a reduction in work effort. See [Reduction in Work Effort](#) to determine if a reduction in hours of work is a reduction in work effort.

If it is determined that a person must be disqualified for a voluntarily quit or a reduction in work effort, the penalty only applies to the person who committed the violation. For the appropriate penalty, see [Disqualification Periods](#).

If acting on an application, do not delay benefits beyond the normal application processing times solely to determine a possible voluntary quit or a reduction in work effort.

If you receive verification that a person committed a voluntary quit or reduction in work effort after the person has already been certified for food stamp benefits, apply the appropriate disqualification period. Do not do a claim for the period of time the person received food stamp benefits before the disqualification was imposed.

Send the household a notice denying the person's benefits and informing the household of:

- ◆ The type of violation, voluntary quit or reduction in work effort.
- ◆ The length of disqualification period.
- ◆ Its right to reapply at the end of the disqualification period.
- ◆ Its right to request a fair hearing.

After applying for food stamp benefits or while certified, people who without good cause fail to meet any of the work requirements listed under [Work Requirements for MWRs](#) are ineligible for food stamp benefits.

Do not disqualify applicants or people certified for Food Assistance benefits who:

- ◆ Become exempt from work registration before the disqualification period is imposed.
- ◆ Were exempt from work registration when the work requirement violation happened, unless they were exempt only because of being employed at least 30 hours a week (or having equivalent earnings).

Do not disqualify people who commit a work requirement violation while not certified for Food Assistance when they join a participating household.

Disqualification Periods

Legal reference: 7 CFR 273.7(f)

Disqualification periods are the same for all violations of MWR work requirements. The length of disqualification to apply depends on how many times a person has failed to comply with one of the requirements.

A disqualification period is set for a minimum number of months for the first and each subsequent violation. However, the minimum disqualification period is extended at the end of the set period of months until the person complies with the requirement that was failed. The disqualification periods are:

- ◆ For the first violation: 2 months or till the person complies, whichever is later.
- ◆ For the second violation: 3 months or till the person complies, whichever is later.
- ◆ For the third and subsequent violations: 6 months or till the person complies, whichever is later.

See [Ending a Disqualification](#) for how a disqualified person can become eligible for Food Assistance benefits after a disqualification period has been implemented.

Applying a Disqualification

Legal reference: 7 CFR 273.7

If the disqualified person is a member of an ongoing household, issue a *Notice of Decision* within ten days after you determine it is appropriate to apply a sanction. The first month of the disqualification period is the month after the end of the timely notice period.

A notice of adverse action is not required when a household's certification ends before or at the same time as the adverse action notice period would end, and the household has not been recertified. Start the disqualification period with the month after the last month of certification.

If you find out about a violation when the household's case is closed, begin the disqualification with the month you find out. No notice to the household is required.

When disqualifying a member of a household that is certified but in canceled status, hand-issue a notice of adverse action and give timely notice.

If a household that is not certified applies for certification while a member's disqualification is in place, deny the person's benefits and approve benefits for the eligible members of the household.

If a person's benefits are continued pending a fair hearing and your decision is upheld, begin the sanction the first month after the hearing is decided, allowing timely notice. The benefits received while a hearing is pending are not subject to a claim.

When you discover that a disqualification period was not timely implemented, impose the disqualification period after giving timely notice. Benefits issued during the period of time that the disqualification period should have been in place are not subject to a claim.

Ending a Disqualification

Legal reference: 7 CFR 273.7(e)

There are two ways that a person who has been disqualified for a MWR work requirement violation can get food stamp benefits again. A disqualified person can become eligible again by:

- ◆ Becoming exempt from work registration for any reason listed under [Exemptions From Work Registration](#), or
- ◆ Serving the minimum disqualification period and complying with the failed requirement. If the person has not complied with the requirement that was failed by the time the minimum disqualification period ends, the disqualification remains in effect until the person does comply with the requirement that was failed.

A disqualified person complies by:

- ◆ Agreeing to register for work, if disqualified for failing to register for work.
- ◆ Complying with FSET, if disqualified for failing to comply with FSET. IWD notifies you if a person fails to comply with FSET.
- ◆ Complying with JIB requirements, if disqualified for failing to comply with JIB requirements that are comparable to FSET requirements.
- ◆ Getting a new job that is comparable in salary **or** in hours to the job that was quit, if disqualified for a voluntarily quit.

Note: If the new job provides at least 30 hours per week or pays gross weekly wages of at least the federal minimum wage times 30 hours, the person becomes exempt from work registration and does not have to serve the minimum disqualification period. See below.

- ◆ Increasing hours of work to 30 or more, if disqualified for a reduction of work effort. **Note:** When the hours of work increase to 30 or more, or gross weekly wages increase to at least the federal minimum wage times 30 hours, the person becomes exempt from work registration and does not have to serve the minimum disqualification period.

Do not implement the disqualification period if before the effective date of the disqualification period the person either:

- ◆ Complies with the failed requirement, or
- ◆ Becomes exempt from work registration for any reason.

Reinstate the person's benefits if necessary.

When the disqualification period of a person who is a member of a certified household ends for any reason, add the person back into the household starting with the month following the month in which the disqualification ended. If the disqualified person is not a member of a certified household, the person must file a new application to get benefits again.

1. Mr. M is disqualified for a minimum of two months for voluntarily reducing his hours of work to less than 30 hours per week. The disqualification period starts on March 1. The rest of his household remains certified.

On March 14, Mr. M starts a new job working 30 hours per week. He is now exempt from work registration, because he is working 30 hours a week. Mr. M is added back to the eligible household effective April 1.

2. Same situation as Example 1, except that Mr. M does not start his new job until May 14. He is added back to the eligible household effective June 1, for a total of three months of disqualification.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 20, 1995

GENERAL LETTER NO. 7-C-65

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, "Nonfinancial Eligibility," Title Page, revised; Contents, pages 1, 2, and 3, revised; and pages 1 through 47, revised.

The existing chapter 7-C, "Nonfinancial Eligibility Criteria," has been reorganized and rewritten to incorporate the Department's updated manual format and writing style. The policy content of the chapter remains unchanged.

See the attached comparison chart that lists the sections and subsections of the current 7-C and where these sections and subsections are located in the revised chapter.

Effective Date

July 1, 1995

Material Superseded

Remove all existing pages from the Employees' Manual, Title 7, Chapter C, and destroy them. This includes Manual Letter VII-C-5, "Changes in Household Concept and FSET Child Care Deduction," dated 8/23/94.

Also obsolete the following interpretative memos:

- EA-VII-90-16, "Regaining Eligibility After Noncooperation with Food Stamp Investigations or Quality Control."
- EA-VII-91-2, "Front-End Complaint Referrals."

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.

7-C COMPARISON CHART

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Residency	C	Residency	
Participation Restrictions	C	Duplicate Assistance	
Household Concept	C	Household Composition	
Mandatory Household Members	C	Household Composition	Mandatory Household Members
Nonhousehold Members	C	Household Composition	Nonhousehold Members
Separate Household Status of Elderly or Disabled member	C	Household Composition	Elderly and Disabled
Social Security Numbers			
Requirement for Participation	C	Social Security Numbers	
Obtaining a Social Security Number	C	Social Security Numbers	Obtaining a Social Security Number
Failure to Comply	C	Social Security Numbers	Failure to Give or Apply for a Social Security Number
Ending Disqualification	C	Social Security Numbers	Failure to Give or Apply for a Social Security Number
Use of a Social Security Number	A	Responsibilities of the Department	Social Security Numbers
Citizenship and Alien Status	C	Citizenship and Alien Status	
Definition of U.S. Citizenship	C	Citizenship and Alien Status	
Eligible Aliens	I	Aliens	Nonfinancial Eligibility
Ineligible Aliens	I	Aliens	Nonfinancial Eligibility
Statement of Citizenship Status	C	Citizenship and Alien Status	
Students	I	Students	Nonfinancial Eligibility
Eligibility Criteria	I	Students	Nonfinancial Eligibility
Enrollment Status	I	Students	Nonfinancial Eligibility
Boarders	C	Boarders and Commercial Boarding Houses	
Commercial Boarding House	E	Boarders and Commercial Boarding Houses	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Residents of Institutions	C	Residents of Institutions	
Drug or Alcohol Treatment Centers	C	Residents of Institution	Certifying Residents of a Drug or Alcohol Treatment Center
	A	Drug and Alcohol Treatment Centers	Center Responsibilities
	A	Drug and Alcohol Treatment Centers	Department Responsibilities Relating to Centers
Group Living Arrangements	A	Group Living Arrangements	Facility Responsibilities
	A	Group Living Arrangements	Department Responsibilities Relating to Facilities
	C	Residents of Institutions	Certifying Residents of Group Living Arrangements
Shelters for Battered Women and Children	C	Residents of Institutions	Certifying Residents of Shelters for Battered Women and Children
Head of Household	C	Head of Household	
Work Registration	C	Work Requirements	
Exemptions from Work Registration	C	Work Requirements	Work Registration Process
Loss of Work Registration Exemption	C	Work Requirements	Changes in Status
Agency Requirements for Mandatory Work Registrants	C	Work Requirements	Work Registration Process
Deregistration	C	Work Requirements	Changes in Status
Work Registration Requirements	C	Work Requirements	Explanation of Work Registration Requirements
Employment and Training Program			
Exemption from Employment and Training Programs	C	Work Requirements	Employment and Training Exemptions
FSET Components	C	Work Requirements	Food Stamp Employment and Training Program
Participation Allowance	C	Work Requirements	Food Stamp Employment and Training Program
Dependent Care Reimbursement	C	Work Requirements	Food Stamp Employment and Training Program

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Noncompliance with Work Registration or FSET			
Failure to Comply	C	Work Requirements	Noncompliance with Work Requirements
Disqualification	C	Work Requirements	Noncompliance with Work Requirements
Ending Disqualification	C	Work Requirements	Noncompliance with Work Requirements
Voluntary Quit			
Determining Voluntary Quit	C	Voluntary Quit	
Determining Good Cause	C	Voluntary Quit	Good Cause Criteria
Verification	C	Voluntary Quit	Verifying a Claim of Good Cause
Denying an Application for Voluntary Quit	C	Voluntary Quit	Sanctions
Cancelling a Case for Voluntary Quit	C	Voluntary Quit	Sanctions
Ending the Voluntary Quit Disqualification	C	Voluntary Quit	Ending a Voluntary Quit Disqualification



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 28, 1995

GENERAL LETTER NO. 7-C-66

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, "Nonfinancial Eligibility," correction.

Summary

General Letter No. 7-C-65, dated June 20, 1995, stated that the existing Chapter VII-C, "Nonfinancial Eligibility Criteria," was to be superseded by the rewritten Chapter 7-C, titled "Nonfinancial Eligibility," effective July 1, 1995. The effective date has been delayed.

The date that the rewritten Chapter C, dated June 20, 1995, is to become effective and supersede the existing chapter has been changed to August 1, 1995.

Effective Date

July 1, 1995

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 3, 1995

GENERAL LETTER NO. 7-C-67

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 2 and 3), revised; pages 13 through 16, 19, 26, and 32, revised; and 14a, new.

Summary

On page 14, under **Referring a Household to the Investigation Unit**, procedure is added for handling situations for when a client has agreed to cooperate with the DIA investigator within 30 days of noncooperation.

On page 14, under the new heading, **Food Stamp Trafficking**, an address to send memos about food stamp trafficking is provided.

On page 15, under **Application After Failure to Cooperate**, procedure is added to notify DIA in situations when a referral has been resolved.

On page 19, wording has been added to clarify that once residency has been verified, you do not need to verify residency again unless the household moves from one administrative area to another or if residency becomes questionable.

On page 26, a minor correction has been made.

On page 32, under **Work Registration Exemptions**, a correction has been made to add a 16-year-old who is not the head of household as exempt from work registration requirements.

Effective Date

October 1, 1995

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents, pages 2 and 3	June 20, 1995
Pages 13-16, 19, 26 and 32	June 20, 1995

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

November 14, 1995

GENERAL LETTER NO. 7-C-68

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 4, revised.

Summary

This change incorporates the October 1, 1995 revised 165% of poverty figures into the manual.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 4, dated June 20, 1995, and Manual Letter No. 7-C-6, dated September 26, 1995.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 26, 1997

GENERAL LETTER NO. 7-C-69

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 4, revised.

Summary

This change incorporates the October 1, 1997, revised 165% of poverty figures into the manual.

Effective Date

Effective for benefits for October 1997 and later.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 4, dated November 14, 1995.

This change also supersedes the 165% of the poverty line chart in Manual Letter No. 7-C-7, dated November 12, 1996.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

April 28, 1998

GENERAL LETTER NO. 7-C-70

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance
SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1-3), revised; pages 1-6, 8, 9, and 26 through 47, revised; and pages 48, 49, and 50, new.

Summary

This chapter is revised to incorporate Manual Letter No. 7-C-7, dated November 12, 1996, and Manual Letter No. 7-C-8, dated December 10, 1996. These manual letters implemented changes in policy which resulted from the Personal Responsibility Work and Opportunity Reconciliation Act of 1996.

Manual Letter No. 7-C-7 contained policy for applying sanctions that increase for violation of work requirements, voluntary quit, and reduction of hours of work to less than 30 hours a week. This manual letter also contained policy that requires parents and their children aged 21 and under to be mandatory household members, even if the children have a spouse in the home or have children of their own in the home.

Manual Letter No. 7-C-8 contained special work requirements that people who are 18 to 50 years old and do not meet specific exemption requirements must meet in order to get food stamp benefits.

Clarifications were added to policies throughout this chapter because Central Office received questions about the policies. For example, there have been questions about who is the "natural" father when a child has both a biological and legal father. This is now described in the manual.

Information on how to calculate the number of hours worked when a person gets a training wage has been removed from page 29. This language was removed because this provision no longer applies.

Policies about boarders and commercial boarding houses are moved to 7-I.

Effective Date

Upon release

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Manual Letter No. 7-C-7	November 12, 1996
Manual Letter No. 7-C-8	December 10, 1996
Contents (page 1)	June 20, 1995
Contents (pages 2 and 3)	October 3, 1995
1-3	June 20, 1995
4	August 26, 1997
5, 6, 8, 9	June 20, 1995
26	October 3, 1995
27-47	June 20, 1995

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 25, 1998

GENERAL LETTER NO. 7-C-71

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 5, revised.

Summary

This chapter is revised to reflect increases to the 165% of the Poverty Line income amounts used for determining eligibility for elderly and disabled persons.

Effective Date

These amounts are effective for all benefits issued for October 1998, and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 5, dated April 28, 1998.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

February 9, 1999

GENERAL LETTER NO. 7-C-72

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 23, revised.

Summary

This chapter is revised to change to ten calendar days the length of time the client has to provide information when there is a discrepancy preventing verification of a social security number. This occurs when a social security number entered into the system cannot be matched with the Social Security Administration files.

The change makes food stamp and FIP policies consistent, and allowing ten calendar days is also more consistent with other food stamp program time frames.

Effective Date

Upon release.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 23, dated June 20, 1995, and destroy it.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 22, 1999

GENERAL LETTER NO. 7-C-73

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 2 and 3), revised, and pages 18a through 18g, new.

Summary

This chapter is revised to include the policy **PENALTY FOR NOT FOLLOWING ANOTHER PROGRAM'S RULES**. This policy was previously found in Chapter 7-A under **Effect of a Reduction in Another Means-Tested Program's Cash Benefits**. Revisions have been made to provide clarification and examples.

Effective Date

Upon release.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, Contents (pages 2 and 3), dated April 28, 1998, and destroy them.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 27, 1999

GENERAL LETTER NO. 7-C-74

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (page 3), revised; pages 33, 34, and 35, revised; and pages 34a through 34i, new.

Summary

This chapter is revised to clarify policy on work requirements for able-bodied adults without dependents (ABAWDs). At the request of field staff, this section of the manual has been expanded and additional examples have been included.

Information has been added to clarify policy for regaining eligibility when an ABAWD receives benefits for three months and then has a break in certification. Eligibility is regained if the ABAWD works or participates in a work program for 80 or more hours in a 30-consecutive day period following the break in certification. Eligibility is regained if the hours total 80 or more in any 30-consecutive day period, regardless of whether the hours total 80 or more in a calendar month.

Effective Date

Upon release.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, Contents (page 3), dated June 22, 1999, and pages 33 through 35, all dated April 28, 1998, and destroy them.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 10, 1999

GENERAL LETTER NO. 7-C-75

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Table of Contents (pages 2 and 3), revised; and pages 4, 8, 9, 10, 18a through 18f, and 27, revised.

Summary

The policy **PENALTY FOR NOT FOLLOWING ANOTHER PROGRAM'S RULES** has been revised. This change was made due to the FIP program eliminating the sanction for failing to timely report earnings.

The section on **Timely Notice Requirements** and **When Reinstating A Case** have been removed, as the FIP earned income sanction was the only sanction for which FIP did not need to give timely notice.

Effective Date

September 1, 1999

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 22, 1999
Contents (page 3)	July 27, 1999
4, 8, 9	April 28, 1993
10	June 20, 1995
18a-18g	June 22, 1999
27	April 28, 1998

Additional Information

Refer questions about this general letter to your regional benefit administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN DIRECTOR

August 24, 1999

GENERAL LETTER NO. 7-C-76

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, page 5, revised.

Summary

This chapter is revised to reflect increases to the 165% of the federal poverty level income amounts used for determining eligibility for elderly and disabled persons.

Effective Date

These amounts are effective for all benefits issued for October 1999 and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 5, dated August 25, 1999.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

November 2, 1999

GENERAL LETTER NO. 7-C-77

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1, 2, and 3), revised; pages 4 through 8, 12 through 18, 18a through 18d, 19 through 22, and 26 through 50, revised; and pages 51 through 61, new.

Summary

The state has chosen an option which changes and simplifies food stamp policy by eliminating the head-of-household policy. Eliminating this policy also means that disqualifications for failure to comply with work requirements will involve only the person who has caused the disqualification. Before this change, disqualifications sometimes involved the whole household and sometimes the person, depending on the head-of-household policy.

In addition, the changes in this chapter reflect the revisions requested by field through the survey of needed manual version.

On page 5, language was added to clarify the elderly and disabled members policy. In addition to permanent disability under the Social Security Act, a non-disease-related severe permanent disability that prevents an elderly disabled person from buying and fixing meals separately from others also allows the person to be certified separately from the others.

On page 7, policy was added for handling subsidized guardianship arrangements. These arrangements are to be handled like foster care. The household can choose to include or exclude the child for whom the guardianship payments are being made.

On page 12, the policy on citizenship and alien status is revised to add a cross-reference to Chapter 7-I, *Aliens*, for policy on how to verify alien status. The section on attesting to citizenship has been removed as unnecessary, since other policy requires application forms to be complete. A sentence was added to clarify that a person who is convicted of a felony does not forfeit citizenship. Therefore, a felony conviction does not disqualify a person from participating in the food stamp program.

On Page 14, under **Food Stamp Trafficking**, a cross reference is made to Chapter 7-A to the definition of "trafficking."

On page 18d, under the policy **Stopping The 10% Reduction**, clarification was added to state that the reduction is to be stopped when FIP is canceled.

On page 21, the policy on certifying residents of drug or alcohol treatment centers is revised for clarification.

On page 22, the policy on certifying residents of group living arrangements policy is revised for clarification.

Pages 26 through 41 are revised to remove the **Head of Household** policy. Elimination of this policy means that an entire household will not be disqualified when the head of the household commits a work violation. Only the person who commits the violation will be disqualified. Work requirements polices are recognized and divided under three major headings for clarity.

Page 45 is revised to define the 36-month period that is set for ABAWDs. An ABAWD can get a limit of three months of food stamp benefits in a 36-month period. The 36-month period is different for each person.

Effective Date

November 1, 1999

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them.

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 28, 1998
Contents (page 2 and 3)	August 10, 1999
4	August 10, 1999
5	August 24, 1999
6	April 28, 1998
7	June 20, 1995
8	August 10, 1999
12	June 20, 1995
13, 14, 14a, 15, 16	October 3, 1995
17, 18	June 20, 1995
18a-18f	August 10, 1999
19	October 3, 1995
20-22	June 20, 1995
26	April 28, 1998
27	August 10, 1999
28-32	April 28, 1998
33, 34, 34a-34i, 35	July 27, 1999
36-50	April 28, 1998

Additional Information

Hand issue a *Notice of Decision* to disqualify a person who voluntarily quits a job within 90 days of applying for food stamp benefits. Use the following language:

_____ quit employment without good cause. He or she is disqualified for 90 days from the date the job was quit.

EM-7C Voluntary Quit; 7 CFR 273.7(A)
441 Iowa Administrative Code 65.27(1)

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 14, 2000

GENERAL LETTER NO. 7-C-78

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents (pages 1 and 3), revised; pages 6, 25 through 28, 34, 40, 42 through 45, and 55, revised.

Summary

This chapter is revised to remove information about the Food Stamp Employment and Training Program. This information, with added information about workfare, a new FSET component that serves only ABAWDs, is now in new chapter 7-M. Policy on ABAWD work requirements is revised to reflect the differences between workfare and non-workfare counties.

On page 6, a policy has been added on pre-adoption. Pre-adoption children are considered to be foster children. Therefore, children for whom a pre-adoption payment is received can be either included or excluded as household members, as the household desires, even if the children buy and fix food with the household.

On page 28, clarification is added under the exemption from mandatory work registration for people aged 16 or 17, that "head of household" means the case name.

Effective Date

April 1, 2000

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them.

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 3)	November 2, 1999
6	November 2, 1999
25	June 20, 1995
26-28, 34, 40, 42-45, 55-60	November 2, 1999

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 15, 2000

GENERAL LETTER NO. 7-C-79

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to reflect increases to the 165% of the federal poverty level income amounts used for determining eligibility for elderly and disabled persons.

Effective Date

These amounts are effective for all benefits issued for October 2000 and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, and destroy page 5, dated November 2, 1999.

Additional Information

Please contact your regional benefit payment administrator if you need additional information.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

February 13, 2001

GENERAL LETTER NO. 7-C-80

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, **HOUSEHOLD COMPOSITION**, pages 3, 4, 6, and 23, revised.

Summary

Page 3 is revised to clarify that children under 18 years cannot be under parental control if state law defines the child as an adult.

Page 4 revises the list of ineligible members. People who are SSI recipients whose food stamp benefits were received as cash in a state that cashes out food stamp benefits to SSI recipients are added to the list of ineligible members. People who do not attest to their citizenship or alien status are removed from the list.

Page 6 is revised to clarify that the spouse or children of a foster child living in a foster family home cannot get food stamps on their own, but can get food stamps with the foster family if the foster family wants to include them.

Page 23 is revised to correct a cross reference.

Effective Date

March 1, 2001

Apply these policies to applications processed on or after March 1, 2001, and for actions taken on ongoing cases on or after March 1, 2001.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
3	April 28, 1998
4	November 2, 1999
6	March 14, 2000
23	February 9, 1999

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 8, 2001

GENERAL LETTER NO. 7-C-81

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, **NONFINANCIAL ELIGIBILITY**, Contents (page 1), revised; and pages 1, 3, 4, 9 through 12, 20, 21, 22, and 24, revised; and page 12a, new.

Summary

Revisions are made to:

- ◆ Change “nonhousehold members” to “nonmandatory members” on page 3.
- ◆ Add residents of institutions to the listing of ineligible members on page 4.
- ◆ Remove the policy on page 11 on monitoring categorically eligible households after they are denied.
- ◆ Update legal references.

Effective Date

June 1, 2001

These changes are effective for applications filed on or after June 1, 2001. Apply them to ongoing cases no later than the next recertification.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 14, 2000
1	April 28, 1998
3, 4	February 13, 2001
9, 10	August 10, 1999
11	June 20, 1995
12, 20-22	November 2, 1999
24	June 20, 1995

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 28, 2001

GENERAL LETTER NO. 7-C-82

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*, pages 5 and 20, revised.

Summary

Page 5 is revised to increase the 165% of the federal poverty level income amounts used for determining eligibility for elderly and disabled persons.

Page 20 is revised to clarify that dormitory students that are not served a majority of their meals by the institution can receive food stamps if otherwise eligible.

Effective Date

Changes on page 5 are effective for all benefits issued for October 2001 and after.

Changes on page 20 are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	August 15, 2000
20	May 8, 2001

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 8, 2002

GENERAL LETTER NO. 7-C-83

ISSUED BY: Bureau of Food Stamps, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*, pages 20 and 25, revised.

Summary

Page 20 is revised to clarify that people who are hospital patients for a full calendar month are not eligible for food stamps.

Page 25 is revised to clarify when people are not considered strikers.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
20	August 28, 2001
25	March 14, 2000

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 9, 2002

GENERAL LETTER NO. 7-C-84

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (pages 1, 2, and 3), revised; and pages 1, 4 through 12, 12a, 13, 14,
and 41, revised.

Summary

This chapter is revised to:

- ◆ Remove the section on work requirements for ABAWDS. These policies are now found in Chapter 7-I, *SPECIFIC HOUSEHOLDS AND PARTICIPANTS*.
- ◆ Change categorical eligibility to simplify the policy. There are no policy changes included with this revision.
- ◆ Add cross references to the policy on ineligible members.
- ◆ Remove the reference to the judicial system when determining an intentional program violation (IPV) on page 12. An IPV can be determined only by an IPV hearing.
- ◆ Correct the address for the Department of Inspections and Appeals (DIA) for food stamp trafficking complaints on page 14.

Effective Date

May 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 8, 2001
Contents (page 2)	November 2, 1999
Contents (page 3)	March 14, 2000
1, 4	May 8, 2001
5	August 28, 2001

6	February 13, 2001
7, 8	November 2, 1999
9-12, 12a	May 8, 2001
13, 14, 41	November 2, 1999
42-45	March 14, 2000
46-54	November 2, 1999
55	March 14, 2000

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

September 3, 2002

GENERAL LETTER NO. 7-C-85

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 3, 5, 19, 20, 25, and 26, revised.

Summary

This chapter is revised to:

- ◆ Increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.
- ◆ Require verification that a household lives in Iowa.
- ◆ Reflect the reorganization of the Department.
- ◆ Correct a cross-reference.

Effective Date

October 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
3	May 8, 2001
5	April 9, 2002
19	November 2, 1999
20, 25	January 8, 2002
26	March 14, 2000

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



December 17, 2002

GENERAL LETTER NO. 7-C-86

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *Nonfinancial Eligibility*, Contents
(page 3), revised; and pages 26 through 41, revised; and page 42, new.

Summary

This chapter is revised to:

- ◆ Implement a change in the disqualification period for people who quit employment before applying for food stamp benefits. The 90-day disqualification for voluntarily quitting a job no longer applies.
- ◆ Implement a change in the period before application for food stamps in which a voluntary quit applies. The previous period was 60 days before applying. The new period is 30 days before applying. People who voluntarily quit within 30 days before applying for food stamp benefits are disqualified in the same way as people who quit after applying and while certified.
- ◆ Add a penalty for reducing hours of work before applying for food stamp benefits. The disqualification for reducing work effort to less than 30 hours weekly now applies to people who voluntarily do this within 30 days before applying for food stamp benefits. The disqualification period for this work requirement is the same as for people who reduce their work effort after applying and while certified.
- ◆ Add cross-references to the mandatory work registrant policies.
- ◆ Clarify the policy on exemptions from work registration. Under the exemption for caring for a dependent child, one adult can claim responsibility for one child when there is only one child in a household. If there is more than one child, more than one adult can be exempt under this provision. For example, in a household with two adults and two children, both adults can be exempt from work registration if each claims responsibility for the care of a different child.
- ◆ Clarify the policy on good cause for not complying with work requirements. For mandatory work registrants, when a household claims good cause due to inadequate childcare: or lack of transportation, the household determines if adequate childcare or transportation is available.

- ◆ Change the number of hours used to determine if a job is suitable from 20 per week to 30.
- ◆ Clarify the policy on determining if employment is suitable. When a household moves, and after the move the commute time exceeds two hours a day, the job is unsuitable. This provision applies whether the person leaves the job before or after the move.
- ◆ Revise the voluntary quit policy. Voluntary quit applies only when a job provided at least 30 hours per week, or weekly earnings at least equal to the federal minimum wage multiplied by 30 hours.
- ◆ Rename the section “Determining if Voluntary Reduction in Hours Is Disqualifying” as “Reduction in Work Effort.” The use of minimum wage equivalency to determine the number of hours a person works is no longer allowed for the purpose of applying this policy.
- ◆ Add two more reasons for which a work requirement disqualification can be ended. A work requirement disqualification can now be ended immediately if the disqualified individual becomes a FIP recipient or starts receiving unemployment benefits.

Effective Date

January 1, 2003

Material Superseded

Remove the following pages from Employees’ Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 3)	April 9, 2002
26	September 3, 2002
27, 28	March 14, 2000
29-33	November 2, 1999
34	March 14, 2000
35-39	November 2, 1999
40	March 14, 2000
41	April 9, 2002

Additional Information

Impose the penalties for voluntary quit and reducing the work effort before applying for food stamps using the same system coding as is used for people who reapply for benefits while still disqualified for these work requirement violations. There are no changes in how this system coding is entered. See 14 B Appendix for codes.

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 2, 2003

GENERAL LETTER NO. 7-C-87

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.

Effective Date

October 1, 2003

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 5, dated September 3, 2002, and destroy it.

Additional Information

Refer questions about this general letter to your income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 25, 2003

GENERAL LETTER NO. 7-C-88

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 1), revised; pages 12a, 18c, 18d, 25, and 26, revised; and page
12b, new.

Summary

This chapter is revised to:

- ◆ Remove policy related to monthly reporting and retrospective budgeting.
- ◆ Add policy for simplified reporting.
- ◆ For pages that are being changed due to the above reasons, remove reference to Food Stamps because of the change in the name of the program.

Effective Date

December 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 9, 2002
12a	April 9, 2002
18c, 18d	November 2, 1999
25	September 3, 2002
26	December 17, 2002

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 15, 2004

GENERAL LETTER NO. 7-C-89

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 2), revised; and pages 17, 18, 18a, 18b, 18c, 19, and 20, revised.

Summary

This chapter is revised to clarify policy on the penalty for not following another program's rules. References to a FIP grant reduced because a child was truant were removed.

Effective Date

July 1, 2004

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 2)	April 9, 2002
17, 18, 18a, 18b	November 2, 1999
18c, 18d	November 25, 2003
19, 20	September 3, 2002

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 3, 2004

GENERAL LETTER NO. 7-C-90

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 3 through 6, and 39, revised.

Summary

This chapter is revised to:

- ◆ Increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.
- ◆ Remove reference to "Food Stamps" because of the change in the program name.
- ◆ Correct cross references.

Effective Date

October 1, 2004

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
3	September 3, 2002
4	April 9, 2002
5	September 2, 2003
6	April 9, 2002
39	December 17, 2002

Additional Information

Refer questions about this general letter to your income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 17, 2004

GENERAL LETTER NO. 7-C-91

ISSUED BY: Bureau of Financial and Work Support
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 2), revised; and pages 13, 14, 19 through 22, and 29 through 32,
revised.

Summary

The policies for substance abuse treatment facilities, group living arrangements and battered women and children have been removed from Chapter 7-C and placed in Chapter 7-A.

The name of form 470-2255 has been updated.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	June 15, 2004
13, 14	April 9, 2002
18c, 19, 20	June 15, 2004
21, 22	May 8, 2001
29-32	December 17, 2002

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 2, 2005

GENERAL LETTER NO. 7-C-92

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to increase the income amounts (165% of the federal poverty level) used for determining eligibility for elderly and disabled people.

Effective Date

October 1, 2005

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	September 3, 2004

Additional Information

Refer questions about this general letter to your income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 13, 2006

GENERAL LETTER NO. 7-C-93

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 2), revised, and pages 21 through 24, revised.

Summary

This chapter is revised to:

- ◆ Clarify policy on verification of application for a social security number.
- ◆ Update the name of the Social Security Administration's form SSA-5028, *Receipt of Application for a Social Security Number*, to *Proof of Application*.
- ◆ Change heading names to match language used in the manual.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	December 17, 2004
21, 22	December 17, 2004
23	February 13, 2001
24	May 8, 2001

Additional Information

Refer questions about this general letter to your income maintenance administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 22, 2006

GENERAL LETTER NO. 7-C-94

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 5 and 13 through 16, revised.

Summary

This chapter is revised to:

- ◆ Increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level).
- ◆ Update information about front-end investigations to remove reference to an obsolete form and update the name of the Economic Fraud Control Unit.

Effective Date

Changes to increase the income amounts for elderly people who are disabled are effective October 1, 2006. Other changes are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	September 2, 2005
13, 14	December 17, 2004
15, 16	November 2, 1999

Additional Information

Refer questions about this general letter to your income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 26, 2007

GENERAL LETTER NO. 7-C-95

ISSUED BY: Bureau of Financial & Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 22, revised.

Summary

This chapter is revised to clarify that a social security number is not needed for a person under seven months of age whether the person is part of an applicant household or a new member of a participant household. The social security number or proof of application for a number must be provided at the next recertification or when the person is seven months old, whichever is later.

Effective Date

Upon receipt.

Material Superseded

Remove page 22, dated January 13, 2006, from Employees' Manual, Title 7, Chapter B, and destroy it.

Additional Information

Refer questions about this general letter to your income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 21, 2007

GENERAL LETTER NO. 7-C-96

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 5 and 6, revised.

Summary

This chapter is revised to increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level). This chart is used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.

Effective Date

October 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
5	September 22, 2006
6	September 3, 2004

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 9, 2007

GENERAL LETTER NO. 7-C-97

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
pages 22, 23, 24, and 28, revised.

Summary

This chapter is revised to:

- ◆ Give information regarding refusal to provide a social security number based on sincere religious objections.
- ◆ Update the amount of the federal minimum wage.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
22	January 26, 2007
23, 24	January 13, 2006
28	December 17, 2002

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 12, 2008

GENERAL LETTER NO. 7-C-98

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is revised to increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level). This chart is used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.

Effective Date

October 1, 2008

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 5, dated September 21, 2007, and destroy it.

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



January 30, 2009

GENERAL LETTER NO. 7-C-99

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Contents (page 1), revised, and pages 1, 2, 12a, 12b, and 29 through 32, revised.

Summary

This chapter is revised to:

- ◆ Change some references from “food stamps” to “Food Assistance.”
- ◆ Remove references to reporting requirements other than simplified reporting.
- ◆ Change language under the sections, “Work Registration Process,” and, “Changing From Exempt to MWR.” This change is to reflect changes previously made to the application and recertification forms.

Effective Date

February 1, 2009

Material Superseded

Remove the Manual Letter 7-C-9, dated November 14, 2008, and the following pages from Employees' Manual, Title 7, Chapter C, and destroy them:

<u>Page</u>	<u>Date</u>
ML 7-C-9	November 14, 2008
Contents (page 1)	November 25, 2003
1	April 9, 2002
2	April 28, 1998
12a, 12b	November 25, 2003
29-32	December 17, 2004

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



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. 7-C-100

ISSUED BY: Bureau of Financial and Work Supports
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
Manual Letter 7-C-10, obsolete.

Summary

This chapter is revised to remove Manual Letter 7-C-10, which explained provisions of a waiver of federal regulations regarding countable resources for households affected by the 2008 summer storms and floods. This waiver expires July 31, 2009. For any application, recertification, or reported change after July 31, 2009, regular policies must be applied.

Effective Date

August 1, 2009

Material Superseded

Remove Manual Letter 7-E/32, dated February 13, 2009, from Employees' Manual, Title 7, Chapter E, and destroy it.

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

September 4, 2009

GENERAL LETTER NO. 7-C-101

ISSUED BY: Bureau of Financial and Work Supports
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 7, Chapter C, *NONFINANCIAL ELIGIBILITY*,
page 5, revised.

Summary

This chapter is updated to increase the income amounts used for determining eligibility for elderly people who are disabled (165% of the federal poverty level). This chart is used in the determination of whether a person who is both elderly and disabled can be considered a separate Food Assistance household even when buying and fixing food with others.

Effective Date

October 1, 2009

Material Superseded

Remove from Employees' Manual, Title 7, Chapter C, page 5, dated September 12, 2008, and destroy it.

Additional Information

Refer questions about this general letter to your area income maintenance administrator.