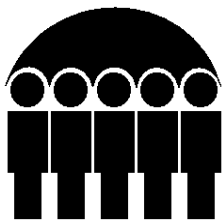


Revised December 19, 2008

Employees' Manual
Title 7
Chapter F

FOOD ASSISTANCE

BUDGETING



Iowa
Department
of
Human Services

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Overview

This chapter tells the income maintenance worker how to determine a household's countable income in order to compute Food Assistance eligibility and benefits. Policies include:

- ◆ How to make an income determination by anticipating (estimating) ongoing income and expenses at application, when a household has changes in circumstances, and at recertification,
- ◆ How to calculate benefits for the certification period.

Anticipating Income

Legal reference: 7 CFR 273.10(a)(2) and 273.10(c)(1)

Policy:

Anticipating (estimating) income is the process of making a reasonably certain estimate of the amount of income a household will receive in the future.

You must estimate a household's non-excluded income for each month of its Food Assistance certification period:

- ◆ At application,
- ◆ When changes occur, and
- ◆ At each recertification.

When computing Food Assistance benefits, count income only if you can make a reasonably certain estimate of the amount and the timing of its receipt. Do not count any income if you cannot estimate the amount or are uncertain when it will be received.

Comment:

See 7-E, [INCOME](#), for each type of income a household receives in order to determine if it is countable or if the income type requires special treatment. For treatment of special income situations, see:

- ◆ 7-I, [Migrants and Seasonal Farm Workers](#), when a household has a member who is a migrant or seasonal farm worker.
- ◆ 7-I, [Annualized Income and Expenses](#), for self-employment income.
- ◆ 7-E, [Contract Income](#), for treatment of contract income.
- ◆ 7-E, [Interest Income](#), for treatment of interest income.
- ◆ 7-E, [Annuity](#), for treatment of annuity income.

The procedures for anticipating income are described in the following sections:

- ◆ [Income in the month received](#)
- ◆ [Past 30 days' income](#)

Income in the Month Received

Legal reference: 7 CFR 273.10(c)(2) and 273.11(a); 441 IAC 65.23(1)

Policy:

Count income only for the month in which you can reasonably anticipate that it will be received.

Procedure:

When you compute Food Assistance benefits, count income in the months in which you anticipate that it will be received during the certification period.

When there are one-time variations in the normal receipt date, count the payment for the month for which it is intended. Examples:

- ◆ Mailing cycles for monthly payments like Family Investment Program (FIP) benefits, Supplemental Security Income (SSI) benefits, and Retirement, Survivors and Disability Insurance (RSDI) payments can occasionally cause households to receive two checks in a month.
- ◆ An employer may issue checks early when the normal payday falls on a weekend or holiday.

The B household has a member who is in the military. The family chose to receive the military pay on the first of each month. The worker knows the household will receive two checks in December because a holiday falls on the first day of January. The check that will be issued at the end of December is considered as received the first of January.

If the employee asks the employer to hold back wages, you must count the wages as income in the month in which the wages would normally be received. If an employer holds wages without the consent of the employee, do not count the wages as income unless:

- ◆ The household anticipates that it will ask for and receive a wage advance; or
- ◆ The household anticipates that it will receive wages previously held by the employer and the wages have not previously been counted as income.

Count wage advances only when you can reasonably expect them to be received.

Comment:

Remember never to count income as a resource for the same month that you used it to compute Food Assistance benefits. For determining countable resources, see 7-D, [What Resources to Count](#).

Income in the Application Month

Legal reference: 273.10(c)(1)(i), and (ii)

Policy:

Use the household's income for the entire calendar month in which the application was filed to determine the household's eligibility and benefits for the month of application.

Procedure:

To determine income for the month of application, use:

- ◆ The actual income the household has received up to the date of interview, and
- ◆ Any other income for which you receive verification before you process the case, and
- ◆ The income you and the household estimate will be received in the remaining pay periods in the application month.

If the application month income includes weekly or biweekly income and there is a third or fifth check in the month, see [Conversion of Weekly and Biweekly Income](#).

Anticipated Changes at Application

Legal reference: 7 CFR 273.10(a)(3), 273.10(c)

Policy:

Because of anticipated changes, a household may be eligible for the month of application, but ineligible in the subsequent month. The household is entitled to benefits for the month of application even if the benefits are issued in the subsequent month.

Due to anticipated changes in circumstances, a household may be ineligible for the month of application but eligible in the subsequent month. The same application must be used for the denial for the month of application and the determination of eligibility for subsequent months.

Comment:

Any change anticipated at the time of interview or reported after the interview must be acted on according to the policies in 7-G, [CASE MAINTENANCE](#).

A household applies in October. The household has received October benefits in another state so is ineligible in Iowa for the month of application. The household meets all eligibility requirements and is eligible in Iowa for November benefits.

The worker denies October benefits for already having received benefits for the month of application and determines the household's eligibility for November and subsequent months of the household's certification period.

Past 30 Days' Income

Legal reference: 441 IAC 65.23(2), 7 CFR 273.10(c)(1)(ii) and 273.10(c)(3)(i)

Policy:

Use income the household received in the past 30 days to project income for future months unless changes have occurred or are anticipated.

Procedure:

For initial applications, use income received in the 30 days before the interview to estimate income for the household's certification period.

For recertifications, use the 30-day period of income the household provides with the *Review/Recertification Eligibility Document* (RRED) form. This does not apply if the household reports a change in income on the RRED.

1. Obtain verification of the household's past 30 day's income. See 7-E, [INCOME VERIFICATION REQUIREMENTS](#), for what is acceptable as verification. Estimate future income from tips using verification provided as stated in 7-E, [Tips](#).
2. If the household says that its income is not expected to stay the same, estimate income using the household's statement and any information available from the employer.
3. If the past 30-days' income includes a third or fifth check, see [Conversion of Weekly and Biweekly Income](#) to estimate a monthly amount.
4. You may receive verification that is more recent than the 30 days before the interview or that is provided with the RRED. If this happens, use a new 30-day period that includes the more recent verification if it is indicative of future income.
5. When income fluctuates seasonally, use the most recent season's income as an indicator of income for the same months of the new certification period. If the household's seasonal income has changed or a change is anticipated, determine income using the best information available. For example, people who are employed by lawn care or snow removal businesses are seasonally employed.

Comment:

1. At his May application interview, Mr. B says that he expects to receive \$600 in the month of August for working at the State Fair. Because Mr. B is certain he will be working again and certain he will earn at least \$600, that amount is used to determine August eligibility and benefits.
2. Ms. M works in a restaurant and receives tips. The manager records tips and reports them on the restaurant's pay stubs. Ms. M provides the pay stubs as verification of the tips she has received in the past 30 days. The worker uses the amount shown on the pay stub to estimate what tips Ms. M will receive in the future.

3. Mr. R is a bartender and receives tips. The bar owner records tips and reports them on the pay stubs. Mr. R provides the pay stubs he received in the past 30 days. He tells the worker that he does not get as many tips as shown on the pay stub and gives a reasonable explanation as to why.

Mr. R has kept a record of his tips. The worker uses his record to estimate what tips he will receive in the future. Because the worker is not using the pay stubs, the worker documents the amount of tips estimated and why that amount was used.

4. Mr. H files his application on April 28. His interview is held on May 1. Mr. H does not bring his last 30 days' pay stubs, those received April 3, 10, 17, and 24. Mr. H has until May 11 to provide this verification. On May 11, Mr. H drops off pay stubs for April 3, 10, 17, and 24. Even though he was not asked, he provides pay stubs for May 1 and May 8.

Actual earnings for April 2, April 10, April 17, and April 24 are used to determine April eligibility and benefits.

Since Mr. H provided May pay stubs, those must be used to determine May eligibility benefits. First, the three payments that Mr. H has yet to receive in May must be estimated.

To do this, average the most recent last 30 days of income to produce a weekly amount: April 10 for \$160 + April 17 for \$160 + April 24 for \$150 + May 1 for \$150 + May 8 for \$200 = \$820 ÷ 5 = \$164 averaged weekly pay.

May 1	\$150	Actual
May 8	+200	Actual
May 15	+164	Anticipated
May 22	+164	Anticipated
May 29	<u>+164</u>	<u>Anticipated</u>
	\$842	(Total May actual income plus estimated income)

Mr. H will get five payments in May. Therefore, it is necessary to convert. $\$842 \div 5 \text{ paydays} = \$168.40 \times 4 \text{ paydays} = \673.60 , which will be used for May eligibility and benefits.

For the remaining months of the certification period, the last 30 days' averaged income is used:

April 10 for \$160 + April 17 for \$160 + April 24 for \$150 + May 1 for \$150 + May 8 for \$200 = \$820 ÷ 5 = \$164 averaged weekly pay.

\$656 ($\$164 \times 4 = \656) is used to calculate benefits for June and ongoing months.

Averaging Fluctuating Income

Legal reference: 441—65.23(2), 7 CFR 273.10(c)(1)(ii) and 273.10(c)(3)(i)

Policy:

Average fluctuating income to determine future income when it is reasonably certain the income will be received. When income fluctuates to the extent that the past 30 days does not provide a reasonable basis to anticipate future income, use the period of time that is most appropriate, such as:

- ◆ A shorter period of income (see [New Income Source or Change in Hours or Rate of Pay.](#))
- ◆ A longer period of income, or
- ◆ A different 30-day period.

Procedure:

Use whatever period of time that you believe is necessary to project future income accurately.

1. Accept the client's statement as to how long a period is a good indicator of future income; or, if the client is not sure what period to use, get an income estimate from the source of the income.
2. Determine the number of times the client expects to receive income in that period. (See [Income in the Month Received.](#))
3. If the income is received weekly or biweekly, add the checks together and divide by the number of checks added to come to a weekly or biweekly amount. Then see Step 3 of [Conversion of Weekly and Biweekly Income](#) to get a monthly amount.
4. Clearly document what income you use in the Food Assistance benefit computation. Show your calculations in the case record and explain the reason you used a different period than the last 30 days to estimate income.

Comment:

Use this method to estimate future income when the income varies from month to month due to:

- ◆ Fluctuating hours of work;
- ◆ Variances in the amount of work if paid by the job; or
- ◆ Irregular income from the same source.

People who work for temporary employment or spot-labor agencies often have income that varies from month to month. Use this policy to estimate this kind of income.

Conversion of Weekly and Biweekly Income

Legal reference: 441 IAC 65.23(1)

Policy:

Convert weekly or biweekly income to monthly amounts using the same method as the Family Investment Program.

Procedure:

1. Total the payments you are using to make your estimate.
2. Divide the total by the number of payments you used in Step 1.
3. Multiply the result in Step 2:
 - ◆ By four if the income is weekly, or
 - ◆ By two if the income is biweekly.
4. The result of Step 3 is the monthly amount to use when you compute the household's Food Assistance eligibility and benefits.

Ms. G is paid biweekly. During the 30 days before her interview, she has received three paychecks. Her future income is estimated using the conversion policy as follows:

\$ 653.45	August 3 pay
+ 628.89	August 17 pay
+ 637.44	August 31 pay
\$1,919.78	Total income for the 30-day period
÷ 3	
\$ 639.92	Average biweekly pay
X 2	
\$1,279.84	Projected monthly income

Ms. G's income is converted to a monthly amount. \$1,279.84 will be used as projected income for each month of Ms. G's certification period.

New Income Source or Change in Hours or Rate of Pay

Legal reference: 7 CFR 273.10(c)(1)(i) and 273.2(f)

Policy:

Get the best estimate of future income directly from the income source when:

- ◆ The past 30 days are not representative of future income, or
- ◆ The income is from a new source, or
- ◆ The rate of pay or hours worked have changed.

Do not count income from a new source until the amount and the date of the first payment is reasonable established.

Comment:

"Best estimate" means the income source's estimate of future income.
"Best available information" means the best information you have after you have exhausted all attempts to get verification from the source.

Procedure:

You must obtain verification from the source when the past 30 days is not representative or the income is new. If the income is earned, ask the employer:

- ◆ How many hours per week will the employee work?
- ◆ What is the hourly rate of pay?
- ◆ Can overtime or extra pay be anticipated?
- ◆ What is the pay schedule?

When you are using the generic release and you cannot get verification, see 7-G, [Third Party Fails to Provide Verification](#). After exhausting all attempts to verify, determine an amount based on the best available information. You must clearly document this in the case record.

Determining Assistance

Legal reference: 7 CFR 273.9(a), 273.10(e)(2) and (e)(3)

Policy:

Determine Food Assistance eligibility prospectively each month for all households.

- ◆ Categorically eligible households do not need to meet either gross or net income guidelines.
- ◆ Households with at least one elderly or disabled person must meet only the net income guidelines. This includes households with a member who is 59 on the date of application but who will become 60 before the end of the month of application.
- ◆ All other households must meet both the gross and net guidelines.

For migrant or seasonal farm worker households, first calculate gross and net income according to policies in 7-I, [Migrant and Seasonal Farm Workers](#). Then compare the household's gross income (if it does not contain an elderly or disabled member) and its net income to the corresponding monthly income standards.

Household Composition and Resources

Legal reference: 7 CFR 273.1(a) and 273.10(b)

Policy:

Base household composition as it was on the date of the interview. Count resources that are available to the household at the time of the interview.

Use the information provided on the application with the following exceptions:

- ◆ If a member leaves or joins the household after the application is filed, use the household composition as of the date of interview when determining eligibility and benefits.
- ◆ The resources available as of the date of interview are countable, even if different than what was reported on the application form.

If recertifying without an interview, use household composition and resources reported on the *Review/Recertification Eligibility Document* (RRED) when determining eligibility and benefits for the new certification period.

Procedure:

Apply this policy both to initial applications and to recertifications.

Gross Income Limit

Legal reference: 7 CFR 273.10(e)(1)(i)(a) and 273.10(e)(2)

Policy:

Determine the household's gross monthly income. Gross income includes all income before any deductions.

Procedure:

1. Add the total countable gross monthly earnings of all household members and people whose income is considered. See 7-I, [Ineligible Household Members](#). Include all income before any deductions.

Exception: If the household is paying legally obligated child support for which a deduction will be given (see 7-E, [Child Support Payment](#)), this amount is subtracted from the total gross monthly income when comparing to the maximum gross monthly income.

Household A has one member, who has gross monthly income of \$1,400 and pays legally obligated child support of \$400 per month.

When comparing the household's income to the gross income limit, only \$1,000 is counted as gross income. This household is under the maximum gross monthly income limit.

2. Count cents in all calculations. Drop the third digit after the decimal point.

3. For households that do not have an elderly or disabled member or are not categorically eligible, compare the household's total gross monthly income with the maximum allowable for the applicable household size. Do not include ineligible members when determining household size.

<u>Household Size</u>	<u>Maximum Gross Monthly Income</u>
-----------------------	-------------------------------------

1	\$1,174
2	\$1,579
3	\$1,984
4	\$2,389
5	\$2,794
6	\$3,200
7	\$3,605
8	\$4,010

For each additional person, add \$406

4. Go on to compare income to the net income limit if:
 - ◆ The household's income is equal to or less than the gross income limit, or
 - ◆ The household has an elderly or disabled member.

If neither of these conditions is met, the household is ineligible.

Deductions

Legal reference: 441 IAC 65.23(1)

Policy:

For policies on handling deductions, see 7-E, [DEDUCTIONS](#).

Procedure:

1. Estimate the household's monthly expenses for each month of the certification period.
2. If the household has expenses that are billed on a weekly or biweekly basis, convert them to a monthly amount. To convert the expenses, follow the same method as you do to convert weekly or biweekly income. See [Conversion of Weekly and Biweekly Income](#).

Net Income Limit

Legal reference: 7 CFR 273.10(e)(1)(ii) and (2) and 273.9(a)

Policy:

Determine a household's net monthly income. Count cents in all calculations. Drop the third digit to the right of the decimal point.

Procedure:

1. Gross earned income. Start with the household's gross earned income.
NOTE: This includes all gross income. Any child support payments that were subtracted to determine if the household met the gross income limit should be added back in.

For a household that has gross monthly income of \$1,400 and pays legally obligated child support of \$400 per month, the entire \$1,400 is the amount used at the start of this calculation.

2. Earned income deduction. Multiply the total gross earned income by 20% and subtract that amount from Step 1. (Or multiply the total gross earned income by 80%.)
3. Unearned income. Add to the result of Step 2 the total nonexcluded unearned income from all household members and people whose income is considered.
4. Standard deduction. Subtract the standard deduction (listed under 7-E, [Standard Deduction](#)) from the total in Step 3.
5. Medical expenses. Total the allowable medical expenses (see 7-E, [Medical Expenses of Elderly or Disabled Household Members](#)) and subtract this from the result in Step 4.
6. Child support payment deduction. Total the allowable child support payments and subtract from the result in Step 5. See 7-E, [Child Support Payment](#).
7. Dependent care costs. Total the allowable dependent care costs, and subtract the amount from the result in Step 6. See 7-E, [Child and Dependent Care](#).
8. Excess shelter expenses. Total the allowable shelter costs, then subtract 50% of the monthly income after allowing all previous deductions. The remaining amount, if any, is the excess shelter cost.

Subtract the excess shelter costs from the result in Step 7. (If the household is subject to the maximum shelter deduction, subtract the excess shelter cost up to the allowed maximum. If the household is not subject to the maximum shelter deduction, subtract the total excess shelter cost.) See 7-E, [Shelter Expenses](#).

9. Net monthly income. This final amount is the household's net monthly income. For households that are not categorically eligible, compare this amount to the maximum allowable for the applicable household size. Do not include ineligible members when determining household size.

<u>Household Size</u>	<u>Maximum Net Monthly Income</u>
1	\$ 903
2	\$1,215
3	\$1,526
4	\$1,838
5	\$2,150
6	\$2,461
7	\$2,773
8	\$3,085

For each additional member, add \$312

10. Go on to determine the household's benefit level as directed under [Calculating Benefit Level](#) if:
 - ◆ The household's income is equal to or less than the net income limits, or
 - ◆ The household is categorically eligible

If neither of these conditions is met, the household is ineligible.

Changing Income Guidelines

Legal reference: 7 CFR 273.10(e)(2)(v)

Policy:

When a household member becomes 60 or begins receiving SSI or a disability payment or an elderly member moves out, this change may affect which income guidelines the household must meet.

Procedure:

Start using the new income guidelines at the next recertification or whenever action is taken on the case.

A four-member household is certified, and eligibility is determined by using both the gross and net income guidelines. The household reports that a member now receives SSI. In the desk review that must be done to include the SSI income, the household must meet only the net monthly income standard.

Calculating Benefit Level

Legal reference: 7 CFR 273.10(e)(2) and (4)

Policy:

Determine the amount of the household's monthly benefits based on the household's net monthly income.

Procedure:

1. Multiply the household's net monthly income by 30 percent.
2. Round the answer up to the next whole dollar (1 through 99 cents round up).
3. Determine the maximum Food Assistance allotment for the applicable household size by using the following chart:

<u>Household Size</u>	<u>Maximum Net Monthly Allotment</u>
1	\$ 200
2	\$ 367
3	\$ 526
4	\$ 668
5	\$ 793
6	\$ 952
7	\$1,052
8	\$1,202

For each additional member, add \$150

4. Next, subtract the 30 percent figure (from Step 1) from the maximum net monthly allotment (from Step 2). The amount after this calculation is the net monthly allotment.

NOTE: For other than the initial month, when households with three or more members have an allotment based on their net monthly income amount that equals zero, deny the household for that month. The reason for denying households that have a zero allotment is that the household's net income exceeds the minimum level for which benefits are issued.

See [Exceptions to Benefit Level](#) for minimum benefits in certain circumstances and [Prorating Initial Month's Benefits](#) for payment for a partial month.

Exceptions to Benefit Level

Legal reference: 7 CFR 273.10(e)(2) and (4)

Policy:

If the household's allotment is not being prorated as an initial month's benefits and is \$1, \$3, or \$5, certify the household for \$2, \$4, or \$6, respectively. For an initial month's prorated benefits, see the next section.

The minimum net monthly allotment for all eligible one-member and two-member households is \$16. In an initial month, prorate this minimum net monthly allotment from the date of application.

Prorating Initial Month's Benefits

Legal reference: 7 CFR 273.10(a)(1) and 273.2(h)(2), 441 IAC 65.35(1)

Policy:

An "initial month" is the first month a household is certified following any break in certification. EXCEPTION: For migrant or seasonal farm worker households, "initial month" means the first month the household is certified following a break in participation of at least one month.

In the initial month of certification, prorate the amount of net monthly allotment (Step 4 of [Calculating Benefit Level](#)), from the date of application through the end of the month.

Determine the amount of the prorated allotment by using the following formula:

$$\begin{array}{l} \text{Net Monthly Allotment} \\ \text{(from Step 4)} \end{array} \times (31 - \text{date of application}) \div 30 = \begin{array}{l} \text{Initial Prorated} \\ \text{Allotment} \end{array}$$

Procedure:

When using the prorating formula, do the following steps:

1. Subtract the date of application from 31
2. Multiply the result of Step 1 times the full month's allotment
3. Divide the result of Step 2 by 30
4. Round the result of Step 3 down to the whole dollar (drop the cents).

A monthly allotment of \$64 is prorated as follows if the date of application was the second of the month:

$$\begin{aligned} [64 \times (31-2)] \div 30 &= \\ (64 \times 29) \div 30 &= \\ 1856 \div 30 &= \\ 61.86 &= \$61 = \text{Prorated allotment} \end{aligned}$$

If application is made on the thirty-first of the month, enter it into the formula as the thirtieth day.

If the proration results in benefits of less than \$10, the household will not receive an issuance for the initial month. In these situations, the initial month is still the first month of the household's certification period as long as the household is entitled to benefits in the following months.

When the application is not processed until the second 30 days because of a delay caused by the household, prorate benefits for the initial month of certification from the date the household takes the necessary action to allow the application to be processed. See 7-B, [Delays in Processing](#).



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 20, 1995

GENERAL LETTER NO. 7-F-59

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

SUBJECT: Employees' Manual, Title 7, Chapter F, "Budgeting," Title page, revised; Contents, pages 1 and 2, revised; and pages 1 through 34, revised.

Summary

The existing chapter 7-F, "Determining Eligibility," has been reorganized and rewritten to incorporate the Department's updated manual format and writing style.

Language regarding verifying a new job for the work transition period exemption has been removed. A participant must timely report the new job but will no longer be required to timely verify the new job in order to qualify for the WTP exemption.

Currently, if a person fails to timely verify the new earnings, that person is not eligible for any months of WTP. New policy states that when the information is provided after the due date, allow the WTP for any months remaining in the four-month period.

Apply this revised WTP policy to employment or self-employment that begins on or after July 1, 1995.

The rest of the policy content of the chapter remains unchanged.

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

Effective Date

July 1, 1995

Material Superseded

Remove all existing pages from Employees' Manual, Title 7, Chapter F, and destroy them. This includes:

- ◆ Manual Letter VII-F-4, "Terminated Income of FIP Households," dated January 24, 1995
- ◆ Manual Letter VII-Zero-13, "Family Investment Program Changes," dated September 21, 1995

Also obsolete the following interpretative memo:

- EA-VII-89-17, "Proration of Initial Month's Benefits From the 31st Day of the Month."

Additional Information

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

7-F COMPARISON CHART

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Definitions	A	Definitions	
Determining Eligibility	F	Determining Eligibility	
New Applications	F	Determining Eligibility	New Application
Household Composition	F	Determining Eligibility	Household Composition and Resources
Resources	F	Determining Eligibility	Household Composition and Resources
Anticipated Changes	F	Determining Eligibility	Anticipated Changes
Categorically Eligible ADC or SSI Households	C	Categorical Eligibility	Categorically Eligible FIP or SSI Households
Categorically Eligible GA Households	C	Categorical Eligibility	Categorically Eligible GA Households
Categorically Eligible Combination Households	C	Categorical Eligibility	Categorically Eligible Combination Households
Delayed Processing	C	Categorical Eligibility	Delayed Processing
Recertification	C	Categorical Eligibility	Recertification
Cases Entitled to Zero Benefits	C	Categorical Eligibility	Cases Entitled to Zero Benefits
Claims	C	Categorical Eligibility	Claims
Termination of Categorical Eligibility	C	Categorical Eligibility	Termination of Categorical Eligibility
Recertification	G	Recertification	Determining Eligibility at Recertification
Ongoing Eligibility	G	Recertification	Determining Eligibility at Recertification
Determining Income	F	Determining Benefits	
Contract and Self-Employment Income	I	Self-Employed Households	Income
Educational Income	I	Students	Budgeting
Public Assistance Grants	E	Types of Income	FIP Payments
Striker Income	C	Strikers	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Determining Deductions			
Nondeductible Expenses	E	Deductions	Handling Deductions
Allowable Expenses	E	Deductions	Handling Deductions
Billed Expenses	E	Deductions	Billed Expenses
Averaging Expenses	E	Deductions	Averaging Expenses
Energy Assistance Payments	E	Deductions	Utility Expenses
Prospective Budgeting	F	Prospective Budgeting	
Households Included in Prospective Budgeting	F	Prospective Budgeting	Prospectively Budgeted Households
Income During the Past Month	F	Prospective Budgeting	Income During the Past Month
Income Only in Month Received			Income in the Month Received
Income Only in the Month Received	F	Prospective Budgeting	Income in the Month Received
Beginning Month	F	New Applications	Beginning Months
Application by Household	A	Definition	
Lapse in Certification	F	New Applications	Beginning Months
Third Beginning Month	F	New Applications	Beginning Months
Retrospective Budgeting	F	Retrospective Budgeting	
Households Excluded from Retrospective Budgeting	B	Household Reporting and Budgeting Methods	
Income Counted Only in the Month Received	F	Retrospective Budgeting	Ongoing Retrospective Budgeting of Income
Entering Retrospective Budgeting Due to Change in Household Status	F	Retrospective Budgeting	Entering or Leaving Retrospective Budgeting
Leaving Retrospective Budgeting Due to Change in Household Status	F	Retrospective Budgeting	Entering or Leaving Retrospective Budgeting
Terminated Income	B	Retrospective Budgeting	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Ongoing Retrospective Budgeting of Income	F	Terminating Income When Retrospectively Budgeting	Contract, Self-Employment and Student income During Beginning Months
Ongoing Retrospective Budgeting of Deductions	F	Retrospective Budgeting	Ongoing Retrospective Budgeting of Deductions
Income Calculation Guidelines	F	Determining Eligibility	
Net Income Guidelines	F	Determining Eligibility	Net Income Limit
Gross Income Guidelines	F	Determining Eligibility	Gross Income Limit
Destitute Household	I	Homeless Households	Budgeting
Applicants Approaching 60 Years of Age	F	Determining Eligibility	
Changing Income Guidelines	F	Income Calculation Guidelines	Changing Income Guidelines
Calculating Gross Income	F	Determining Eligibility	Calculating Gross Monthly Income
Gross Monthly Income	F	Determining Eligibility	Calculating Gross Monthly Income
Calculating Net Income	F	Determining Eligibility	Calculating Net Income
Maximum Allowable Net Income	F	Determining Eligibility	Net Income Limit
Calculating Benefit Level	F	Determining Benefits	Calculating Benefit Level
Prorating Initial Month's Benefits	F	Determining Benefits	Prorating Initial Month's Benefits
Strikers	C	Strikers	
Individuals Not Considered Strikers	C	Strikers	
Household Eligibility Prior to the Strike	C	Strikers	
Eligibility Determination	C	Strikers	
Determining Benefits	C	Strikers	

<i>Current Section or Subsection Title</i>	<i>New Chapter</i>	<i>New Section</i>	<i>New Subsection</i>
Destitute Households	I		
Destitute Determination Criteria	I	Migrants	Expedited Service
Income from a New Source	I	Migrants	Expedited Service
Eligibility and Level of Benefits of Households Determined Destitute	I	Migrants	Budgeting
When Destitute Provisions Apply	I	Migrants	Budgeting
Certification Periods	B	Establishing the Certification Period	
Length of Certification Period	B	Establishing the Certification Period	
Migrant Farmworker Households	I	Migrants	Application Processing



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 28, 1995

GENERAL LETTER NO. 7-F-60

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

SUBJECT: Employees' Manual, Title 7, Chapter F, "Budgeting," correction.

Summary

General Letter No. 7-F-59, dated June 20, 1995, stated that the existing Chapter VII-F, "Determining Eligibility," was to be superseded by the rewritten Chapter 7-F, newly titled as "Budgeting," effective July 1, 1995. The effective date has been delayed.

The date that the rewritten chapter, dated June 6, 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

September 26, 1995

GENERAL LETTER NO. 7-F-61

ISSUED BY: Bureau of Food Stamps
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 19, 20, 22, 30, 31, and 32, revised.

Summary

Page 30 is revised to add the child support payment deduction as Step 6 for determining a household's net monthly income.

Other pages have been revised to make minor corrections.

Effective Date

This material is effective for actions taken on or after October 1, 1995, on applications and recertifications, starting with October benefits. This material is effective for ongoing cases, beginning October 1, 1995, no later than at recertification or when there is a reported change, which ever is earlier.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, pages 19, 20, 22, 30, 31, and 32, dated June 20, 1995, and destroyed them.

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

November 14, 1995

GENERAL LETTER NO. 7-F-62

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 29, 30, and 32, revised.

Summary

This change incorporates the October 1, 1995 revised gross monthly income, maximum net monthly income, and maximum food stamp allotment figures into the manual.

Effective Date

Upon receipt.

Material Superseded

Remove from Title 7, Chapter F, and destroy page 29, dated June 20, 1995; pages 30 and 32, dated September 26, 1995; and Manual Letter No 7-F-5, 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-F-63

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, Contents (page 1 and 2), revised; pages 4, and 10 through 25, revised.

Summary

This chapter has been revised to:

- ◆ Remove the welfare reform policies, including terminated income and work transition period policies.
- ◆ Incorporate the October 1, 1997, revised gross monthly income, maximum net monthly income, and maximum food stamp allotment figures into the manual.
- ◆ Clarify the definition "initial month."
- ◆ Clarify the treatment of "beginning months" when a household moves before getting two beginning months.

Effective Date

Upon receipt.

Material Superseded

Please remove the following pages from Employees' Manual, Title 7, Chapter F, and destroy them:

<u>Page</u>	<u>Date</u>
Manual Letter 7-F-6	September 24, 1996
Manual Letter 7-F-7	June 17, 1997
Contents (pages 1 and 2)	June 20, 1995
4, 10-18	June 20, 1995
19, 20	September 26, 1995
21	June 20, 1995
22	September 26, 1995
23-28	June 20, 1995
29, 30	November 14, 1995
31	September 26, 1995
32	November 14, 1995
33	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

March 3, 1998

GENERAL LETTER NO. 7-F-64

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 10 and 24, revised.

Summary

On page 10, the **Terminated Income of a FIP Participant** policy is revised. Old policy involved looking at the FIP grant for two months. Terminated income was not used to calculate food stamp benefits for one or two months, depending on if the FIP grant increased in either or both months

Under the revised policy look at the FIP grant for only one month when a household has terminated income. Stop using income when the income terminates and the FIP grant goes up because the income has stopped.

Page 24 is revised to remove the last sentence of paragraph two. The sentence should have been removed but was inadvertently overlooked when this page was revised on August 26, 1997, when Manual Letter No. 7-F-6 was incorporated into this chapter.

Effective Date

March 1, 1998. Apply this policy when the last income from a source that has ended is received on or after March 1, 1998.

Material Superseded

Please remove from Employees' Manual, Title 7, Chapter F, pages 10 and 24, dated August 26, 1997, and destroy them:

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-F-65

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 20, 21, and 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Maximum gross monthly income limit increases
- ◆ Maximum net monthly income limit increases
- ◆ Maximum net monthly allotment increases

Effective Date

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

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, and destroy pages 20, 21, and 23, all dated August 26, 1997.

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

June 15, 1999

GENERAL LETTER NO. 7-F-66

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, Table of Contents (page 1), revised; pages 10 and 14, revised; and pages 10a through 10f, new.

Summary

This chapter is revised to clarify policy for treatment of terminated income of a FIP household. At the request of field staff, this section of the manual has been expanded and additional examples have been included.

Information on child support rebates has been removed from page 14 because the Department no longer issues rebates.

Effective Date

Upon release.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Table of Contents (page 1)	August 26, 1997
10	March 3, 1998
14	August 26, 1997

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

August 31, 1999

GENERAL LETTER NO. 7-F-67

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *Budgeting*, pages 20, 21, and 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Maximum gross monthly income limit increases.
- ◆ Maximum net monthly income limit increases.
- ◆ Maximum net monthly allotment increases.

Effective Date

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

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, and destroy pages 20, 21, and 23, all dated August 25, 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
JESSIE K. RASMUSSEN, DIRECTOR

August 15, 2000

GENERAL LETTER NO. 7-F-68

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 12 and 20 through 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Increases in gross monthly income limits.
- ◆ Increases in net monthly income limits.
- ◆ Increases in maximum net monthly allotments.
- ◆ Corrections to cross-references.

Effective Date

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

Material Superseded

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

<u>Page</u>	<u>Date</u>
12	August 26, 1997
20, 21	August 31, 1999
22	August 26, 1997
23	August 31, 1999

Additional Information

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



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-F-69

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 19, 20, 21, and 23, revised.

Summary

This chapter is revised to reflect the following changes:

- ◆ Language regarding gross and net income limits.
- ◆ Maximum gross monthly income limit increases.
- ◆ Maximum net monthly income limit increases.
- ◆ Maximum net monthly allotment increases.

Effective Date

These limits are effective for all benefits issued for October 2001 and after.

Material Superseded

Remove from Employees' Manual, Title 7, Chapter F, page 19, dated August 26, 1997, and pages 20, 21, and 23, all dated August 15, 2000, and destroy them.

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

September 3, 2002

GENERAL LETTER NO. 7-F-70

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Contents (page 1),
revised; pages 3, 4, 5, 6, 16, 17, 20, 21, and 23, revised.

Summary

This chapter is revised to:

- ◆ Remove references to educational income.
- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.
- ◆ Change references to receiving beginning months in another county to receiving beginning months in Iowa.

Effective Date

October 1, 2002.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 15, 1999
3	June 20, 1995
4	August 26, 1997
5, 6	June 20, 1995
16, 17	August 26, 1997
20, 21, 23	August 28, 2001

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, 2003

GENERAL LETTER NO. 7-F-71

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 20, 21, and 23,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2003

Material Superseded

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

<u>Page</u>	<u>Date</u>
20, 21, 23	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 30, 2003

GENERAL LETTER NO. 7-F-72

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

SUBJECT: Employees' Manual, Title 7, Chapter E, *BUDGETING*, pages 4, 5, and 6,
revised.

Summary

Count income received as a semi-monthly payment for the month the income is to cover.

Effective Date

November 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title E, Chapter F, and destroy them:

<u>Page</u>	<u>Date</u>
4 - 6	September 3, 2002

Additional Information

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



November 25, 2003

GENERAL LETTER NO. 7-F-73

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

SUBJECT: Employees' Manual, Title 7, Chapter F, BUDGETING, Title page, revised;
Contents (page 1), revised; and pages 1 through 11, revised.

Summary

This chapter is revised to:

- Remove policy related to retrospective budgeting.
Change policy on prospective income received weekly or biweekly.
Remove reference to "food stamps" because the program name has been changed.

Effective Date

December 1, 2003

Material Superseded

Remove the entire Chapter F pages from Employees' Manual, Title 7, and destroy It. This includes the following:

Table with 2 columns: Page and Date. Lists page numbers and their corresponding effective dates from 1995 to 2003.

16, 17	September 3, 2002
18	August 26, 1997
19	August 28, 2001
20, 21	September 2, 2003
22	August 15, 2000
23	September 2, 2003
24	March 3, 1998
25	August 26, 1997

Additional Information

Because you will continue to use retrospective budgeting policies for some cases through the end of January, a copy of the manual prior to this change is at hoovr3s1/ofs.771/burecids/Food Assistance Manual 7 Chapters F & G – Retrospective Budgeting. This material will be available for your use to apply retrospective budgeting policies through the end of January 2004. Anyone else who would like a copy of this material should contact the local office.

At application: Use prospective budgeting policy for all applications processed in December or later, regardless of when the application was filed.

At recertification: Use prospective budgeting policy for all recertifications processed in December or later.

For ongoing active cases and reinstatements: Retrospective budgeting continues:

- ◆ Through the end of December 2003 benefit month for change reporting retrospectively budgeted households and
- ◆ Through the end of January 2004 benefit month for monthly reporting retrospectively budgeted households.

As you are processing cases, remember not to enter future-month BCWs with retrospective income or deductions, unless you know that it is correct to use that income or deduction for the prospective calculation. The first month of prospective budgeting is

- ◆ January 2004 for change reporting retrospectively budgeted households.
- ◆ February 2004 for monthly reporting retrospectively budgeted households.

For conversion of existing retrospectively budgeted cases to prospective budgeting allow the income from:

- ◆ The December BCW2 to roll forward for the remaining months of the certification period or until a change is reported, whichever occurs first for cases that are change reporting, retrospectively budgeted.
- ◆ The January BCW2 to roll forward for the remaining months of the certification period or until a change is reported whichever occurs first for cases that are monthly reporting, retrospectively budgeted.

Exceptions: Do not use the last BCW2 income if:

- ◆ That income is not expected to continue or you know that a change has or will occur; or
- ◆ That income contained a 3rd or 5th check. If the income contains a 3rd or 5th check, you must convert the income according to the policy contained in this chapter. As you are processing your cases in December take action on cases that have 3rd and 5th checks and determine the new converted income amount to use for January or February BCW2s as appropriate for your case situation.

Examples:

1. In December 2003, you receive UIB match information showing that a non-monthly reporting household received three UIB checks of \$200 each in November. The household will continue to receive UIB until after the end of the certification period.

Enter \$400 converted income to calculate assistance for January 2004. Calculate the converted income as follows: $\$200 + \$200 + \$200 = \$600 \div 3 = \$200 \times 2 = \400 . Allow this income to roll forward for the remainder of the certification period.
2. In December 2003, you receive UIB match information showing a non-monthly reporting household received two2 UIB checks of \$250 each in November. The household will continue to receive UIB until after the end of the certification period. Enter \$500 on the January 2004 BCW2 to calculate assistance for January 2004. Allow this income to roll forward for the remainder of the certification period.
3. In December 2003 you receive a monthly report for a household reporting and verifying five paychecks of \$240, \$200, \$300, \$180, and \$210 received in November 2003. Enter all five income amounts on the January 2004 BCW2 for benefit calculation. The total income used for January 2004 benefits is \$1,130.

Enter \$904 converted income on February 2004 BCW2 to calculate assistance for February 2004 and for the remainder of the certification period. The converted income amount of \$904 was obtained as follows: $\$240 + \$200 + \$300 + \$180 + \$210 = \$1130 \div 5 = \$226 \times 4 = \904 . You would not use the \$904 income if you know that it is not indicative of future income.
4. In December you receive a monthly report for a household reporting and verifying earned income that will stop in December 2003. Enter the November earned income on the January 2004 BCW2 for January benefit calculation. Make entries on the February 2004 BCW2 to zero out the income for February 2004 calculation.

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

August 10, 2004

GENERAL LETTER NO. 7-F-74

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Contents (page 1),
revised; pages 3 through 10, revised; and pages 11, 12 and 13, new.

Summary

This chapter is revised to clarify policy on application month income.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 25, 2003
3-10	November 25, 2003

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-F-75

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 8, 10, and 11,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2004

Material Superseded

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

<u>Page</u>	<u>Date</u>
8, 10, 11	August 10, 2004

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-F-76

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 8, 10, and 11,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2005

Material Superseded

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

<u>Page</u>	<u>Date</u>
8, 10, 11	September 3, 2004

Additional Information

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



September 15, 2006

GENERAL LETTER NO. 7-F-77

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Title page, revised;
Contents (page 1), revised; pages 1 through 13, revised; and page 14, new.

Summary

This chapter is revised to:

- ◆ Add information regarding prospective budgeting and the determination of a projection of income at times of application, FAIR processing, recertification, or when changes are reported.
- ◆ Give additional information regarding income in the month received.
- ◆ Add a new section, "Past 30 Days Not Reflective of Future Income," under the heading, "Income During the Past Month."
- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

Changes to the maximum monthly income limit amounts and allotment amounts are effective October 1, 2006. All other changes are effective upon receipt.

Material Superseded

Remove the entire Chapter F from Employees' Manual, Title 7, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	November 25, 2003
Contents (page 1)	August 10, 2004
1, 2	November 25, 2003
3-6	August 10, 2004

7
8, 9
10, 11
12, 13

June 8, 2006
August 10, 2004
September 2, 2005
August 10, 2004

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 7, 2007

GENERAL LETTER NO. 7-F-78

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 9 through 12,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.

Effective Date

October 1, 2007

Material Superseded

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

<u>Page</u>	<u>Date</u>
9-12	September 15, 2006

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 19, 2008

GENERAL LETTER NO. 7-F-79

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

SUBJECT: Employees' Manual, Title 7, Chapter F, *BUDGETING*, pages 9 through 13,
revised.

Summary

This chapter is revised to:

- ◆ Remove reference to a limit on the child and dependent care deduction.
- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.
- ◆ Change maximum net monthly allotment amounts.
- ◆ Change the minimum monthly allotment for eligible one-member and two-member households.

Effective Date

October 1, 2008

Material Superseded

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

<u>Page</u>	<u>Date</u>
9-12	September 7, 2007
13	September 15, 2006

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
EUGENE I. GESSOW, DIRECTOR

December 19, 2008

GENERAL LETTER NO. 7-F-80

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Title page, revised;
Contents (page 1), revised; pages 1 through 14, revised; and page 15,
new.

Summary

This chapter is revised to clarify and simplify prospective budgeting policies. Policies are reorganized into a more logical order. Emphasis is placed on using the past 30 days' income unless the household states that period is no longer representative of what it expects to receive in the future.

When the past 30 days' income is not indicative, income received over a different period of time can be averaged to provide a better prediction, or verification can be obtained from the source of income.

Also emphasized is required documentation that clearly states what income was used and why it was used when deviating from using the past 30 days' verified income information.

A new format is implemented in order to provide clearer policies and implementation instructions. Policies are now structured as follows:

- ◆ Under each specific heading is a "Policy" section. This is the Department's official interpretation of the applicable federal law, federal regulation, federal clarification, or state administrative rule. Policy statements are brief, following the legal citations as closely as possible using simplified language.
- ◆ A "Procedure" section follows, providing instruction on the process necessary for the worker to implement policy. The Procedure section fleshes out policy to provide an understanding of the policy's intent.
- ◆ The "Comment" section provides additional information and clarification relating to the policy and procedure.
- ◆ Case examples (indicated by shaded boxes) are placed at the end of each section as needed.
- ◆ Hyperlinks are placed in appropriate places within the chapter to provide cross-references to policies within this and other chapters to avoid duplicating information.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Chapter F from Employees' Manual, Title 7, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	September 15, 2006
Table of Contents	September 15, 2006
1-14	September 15, 2006

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
EUGENE I. GESSOW, DIRECTOR

January 16, 2009

GENERAL LETTER NO. 7-F-81

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, Contents (page 1),
revised; and pages 7, 9 through 15, revised.

Summary

This chapter is revised to show a change in policy to exclude the amount of legally obligated child support paid when comparing a household's income to the gross income limit.

Effective Date

February 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 19, 2008
7, 9-15	December 19, 2008

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
EUGENE I. GESSOW, DIRECTOR

February 27, 2009

GENERAL LETTER NO. 7-F-82

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**; pages 9, 13, and 14, revised.

Summary

This chapter is revised to implement the following changes resulting from the American Recovery and Reinvestment Act of 2009:

- ◆ Change maximum net monthly allotment amounts.
- ◆ Change the minimum monthly allotment for eligible one-member and two-member households.

A minor typographical error has also been corrected.

Effective Date

April 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
9, 13, 14	January 16, 2009

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

May 22, 2009

GENERAL LETTER NO. 7-F-83

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**; Contents (page 1), revised; pages 4 through 8, revised; and pages 4a and 4b, new.

Summary

The policy on using past 30 days' income is revised to clarify that when you receive more recent verification than was requested after the interview or than was reported on the *Review/Recertification Eligibility Document (RRED)*, you should use the newest verification as part of the 30-day period for estimating future income.

The policy on a new income source or change in hours or rate of pay is revised to clarify what "best estimate" means when making an income determination.

Effective Date

April 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 16, 2009
4-6	December 19, 2008
7	January 16, 2009
8	December 19, 2008

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-F-84

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

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10 and 12,
revised.

Summary

This chapter is revised to:

- ◆ Change maximum gross monthly income limit amounts.
- ◆ Change maximum net monthly income limit amounts.

Note: The American Recovery and Reinvestment Act of 2009 raised the allotment levels effective April 1, 2009. As a result, there are no changes to allotment levels at this time.

Effective Date

October 1, 2009

Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 12	January 16, 2009

Additional Information

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