

December 2000

Published by the Iowa General Assembly -- Legislative Service Bureau Other  
Guides

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## **I. Introduction.**

The State of Iowa provides various forms of financial and other assistance to low-income Iowans. This Legislative Guide provides a summary of two financial assistance programs of major importance to low-income families with children: the Family Investment Program and the federal Food Stamp Program. Both programs provide cash or other forms of financial assistance to individuals and families and are administered by the Iowa Department of Human Services (DHS). In general, a person must apply for this assistance at a DHS local office and program eligibility is based upon one or more of the following factors:

- The financial means of the applicant and applicant's family. Financial means includes both income and property or other available resources. Income eligibility usually involves a comparison of family income with poverty levels outlined in administrative rules.
- The presence of children in the applicant's family.
- The disabling or debilitating health condition of the applicant or a dependent in the applicant's family.

**Federal Poverty Guidelines.** Many public assistance and special assistance programs use federal poverty guidelines to determine income eligibility. See Appendix C for a table depicting the guidelines and a listing of programs and provisions utilizing the guidelines.

**Sources.** The information consulted in preparation of this Legislative Guide includes the 2001 Iowa Code, Iowa Administrative Code (through September 30, 2000), federal law and regulations (through September 30, 2000), interviews, and Iowa Department of Human Services Employee Manuals in effect as of September 30, 2000. Unless otherwise indicated, Iowa Code citations are to the 2001 Iowa Code.

## II. Family Investment Program.

### A. Overview.

The Family Investment Program (FIP) provides cash assistance to low-income families that meet program requirements. Iowa enacted FIP in 1993 to replace the Aid to Families with Dependent Children (AFDC) Program as part of the state's welfare reform initiative. Because Iowa's welfare reform initiative preceded welfare reform measures on the federal level, Iowa's program initially was operated under a federal waiver. In 1996, the federal government enacted the federal Personal Responsibility and Work Opportunity Reconciliation Act, replacing the entire AFDC Program with the Temporary Assistance for Needy Families (TANF) Program. Under the TANF Program, federal funding for the program is provided to the states through a block grant committed for five fiscal years rather than in an amount based on individual entitlement. The TANF Program requires a maintenance of financial effort based on the amount of state funding expended for certain welfare programs in federal fiscal year 1993-1994.<sup>1</sup> Therefore, FIP is financed by state funds as well as the federal block grant account. In state fiscal year 1999-2000, \$122,014,737 was expended from the federal funding and of this amount \$72,199,886 was used for FIP and emergency assistance.<sup>2</sup> The federal TANF block grant approach allows for increased state flexibility in developing and administering program provisions, compared to the previous AFDC Program, which established standard requirements at the federal level in developing and administering the program in exchange for receipt of federal funds.

With a few exceptions, as a condition of receiving cash assistance, the program requires a participating family to enter into a Family Investment Agreement, or FIA. The FIA generally provides for family members' participation in a work, training, and education component which is known as the PROMoting Independence and Self-sufficiency through Employment Job Opportunities and Basic Skills Program, or PROMISE JOBS.

With some exceptions, FIP participants also receive assistance from the Food Stamp Program and family health care coverage through the Medicaid Program (also known as "Title XIX" due to the program's legal basis in that title of the federal Social Security Act and as "Medical Assistance" as it is referred to at the state level in Iowa Code chapter 249A). In addition, DHS has an extensive program to establish child support obligations and to collect these obligations on behalf of FIP participants and others.

### B. Legal Basis.

Iowa law for the Family Investment Program can be found in Iowa Code chapter 239B, enacted in 1997 to replace Iowa Code chapters 239 and 249C. The Department of Human Services rules for the program can be found in the Iowa Administrative Code under agency number 441, chapters 7, 40-48, and 92. Federal law is codified in 42 U.S.C. chapter 7, subchapter IV - Grants to States for Aid and Services to Needy Families With Children and for Child Welfare Services.

### C. Family Units.

In order to participate in FIP, a family unit must include a child less than 18 years of age<sup>3</sup> who

is residing with at least one parent or other specified relative who is listed in law and in rule<sup>4</sup>. The income eligibility requirements and the amount of cash assistance paid to a family participating in the program are based upon the number of people determined to be in the family unit. Because basic eligibility is linked to the presence of children, to be considered part of the family unit, an adult must have a relationship link with that child, as a relative, by marriage, or by legal status. The statute and rules list those who may qualify as having a relationship to the child, including the parent or other "specified relative" such as a grandparent, aunt, stepparent, etc. Special provisions exist for children who themselves are parents and who may have good cause for not living with their own parent or guardian.<sup>5</sup>

#### D. Basic Eligibility.

Eligibility requirements for the Family Investment Program include a large number of factors to address specific circumstances of applicants for the program.<sup>6</sup> Because of the complexity of the requirements, the following list of basic factors provides only a general guide to the requirements for determining eligibility and should not be relied upon to predict whether DHS would determine that a particular family unit is eligible:

- **Application.** The program requires a written application submitted to any DHS local, satellite, or regional office or to various other workers who deal with human services programs (see Appendix D for a list of sites). The initial application process requires a face-to-face interview with a DHS income maintenance worker or other representative.<sup>7</sup> Continuing eligibility requires a face-to-face interview at least annually.<sup>8</sup> Decisions concerning eligibility are issued in writing and may be appealed. Eligibility is reviewed at least every six months and families with circumstances affecting income, such as a member working, must report monthly.<sup>9</sup>
- **Income Level.** The initial income eligibility determination for applicants is subject to a three-part test as illustrated in Appendix A. The income eligibility determination for the continuing eligibility of participants is subject to a two-part test as illustrated in Appendix A.<sup>10</sup> If income exceeds a certain level, an application is rejected or eligibility is ended.
- **Resources.** Program eligibility allows for ownership of various resources such as a homestead, household goods, personal effects, life insurance which has no cash surrender value, and a motor vehicle with a value of up to \$3,916 for each adult and working teenage child. In addition, the applying family may have up to \$2,000 in other personal property, which may include the amount of motor vehicle value in excess of \$3,916 for each adult and working teenage child. The amount of property associated with a homestead can affect eligibility. In determining the continuing eligibility of a participating family, the limit on additional personal property increases to \$5,000.<sup>11</sup>
- **Tools.** The resource requirements also allow for ownership of up to \$10,000 in tools of the trade or other capital assets for self-employment.
- **Employment.** The presence of an employed or unemployed parent in a family unit does not by itself make the family eligible or ineligible. The family income and parent involvement in a Family Investment Agreement and employment and training activities are critical factors.<sup>12</sup>
- **Family Investment Agreement.** Unless exempt, family members are subject to a Family Investment Agreement as described in part F of this section of this Guide.
- **Information.** Applicants and participants must agree to provide information as requested by DHS.
- **Child Support.** The parent or specified relative is subject to a list of requirements, such as cooperation with paternity establishment and other child support requirements. There are "good cause" exceptions to these requirements; for example, if cooperation would cause physical or emotional harm to the child or other family member the requirement would not apply.
- **Residency.** The parent or specified relative must be a resident of the state of Iowa. There

- **Residency.** The parent or specified relative must be a resident of the state of Iowa. There are a number of restrictions on the inclusion of persons in the grant who are not citizens of the United States.
- **School Attendance.** The child's parent or specified relative must agree to cooperate with efforts to ensure the attendance of children in school through the sixth grade. If a child in the family is deemed to be truant, the family may be subject to a sanction which reduces the size of the family's grant.<sup>13</sup>

#### E. Other Eligibility Considerations.

In addition to the basic eligibility provisions above, consideration is given to certain individual circumstances of a family for initial and continuing eligibility. Several examples of the circumstances considered include:

- **Disability.** Consideration is given to a family member's physical or mental impairment.
- **Time Limit.** Under federal law, there is a general lifetime limit of 60 calendar months for a participant to receive assistance funded by the TANF Program. There is provision for the state to exempt up to 20 percent of the caseload from this requirement.<sup>14</sup> This time limit will first be applicable to persons in Iowa who continuously remained on assistance in this or any other state during the five-year period subsequent to the date the state elected to participate in the TANF Program (January 1997-January 2002).
- **Work Requirements.** Federal law also requires that an increasing percentage of a state's participant caseload participate in work activities after receiving assistance for 24 months. The requirements are higher for two-parent families. By the year 2002, the work activity participation rate for all families will be 50 percent.<sup>15</sup>
- **Stepparents.** The rules include various special provisions for stepparents and other nonparental relatives. For example, the resources of a stepparent living in the home are not considered unless the stepparent is included in the family unit for purposes of eligibility and in determining the amount of assistance.<sup>16</sup>
- **Controlled Substance Felony Offense.** Iowa has opted out of a provision in federal law that would require a reduction in the cash assistance paid to a family unit that includes an individual who has been convicted of a felony offense that has as an element the possession, use, or distribution of a controlled substance.<sup>17</sup> However, Iowa law provides that unless exempt for good cause specified in rule, such an individual must participate in drug rehabilitation activities or fulfill other requirements to verify that the individual does not illegally possess, use, or distribute a controlled substance.<sup>18</sup>

#### F. Family Investment Agreement.

The period of eligibility for FIP is based upon requirements of a family's Family Investment Agreement, or FIA. In 1999, DHS was authorized to require an applicant family to commit to a written, signed statement of the actions the family will take to achieve self-sufficiency.<sup>19</sup> This statement can later become the FIA, and failure to take the action can trigger a Limited Benefit Plan (LBP) for the family. Only the following circumstances exempt individual FIP participants from entering into an FIA: the presence of a disability causes an individual to be completely unable to participate in an agreement option; the individual is less than age 16 and is not a parent; the individual is age 16 through 18, is not a parent, and is attending school on a full-time basis; or the individual is not a U.S. citizen and is not a qualified alien.<sup>20</sup> The agreement requires the individual to participate in one or more of the options described below at a level of participation equivalent to that required for full-time employment or at a level significant enough to move the individual toward the full-time employment level. Participation in the options entitles the participant to receive assistance for child care, transportation, and other support services. Iowa's Departments of Workforce Development and Economic Development contract with DHS to provide services relating to FIAs. Upon completion of the terms of an FIA, assistance under FIP is to cease or be reduced. The FIA options include the following:<sup>21</sup>

- Full-time or part-time employment.

- Active job search.
- Participation in the JOBS Program.
- Participation in other education or training.
- Participation in a Family Development and Self-sufficiency (FaDSS) Grant Program or other family development program.
- Work experience placement.
- Unpaid community service.
- Participation in a safety plan to address or prevent family or domestic violence. This option may include a temporary waiver period from required participation in the JOBS Program or other employment-related activities.
- Any other arrangement which would strengthen the individual's ability to be a better parent, including participation in a parent education program. Parental leave from employment is authorized for the parent of a child who is less than three months of age.

#### **G. JOBS Program.**

Throughout the history of the AFDC Program, various initiatives were implemented at the federal and state levels to add work and training components to that program. The Iowa Code provisions were found in Iowa Code chapter 249C until the codification of the FIP Program in 1997. In recent years, the work and training component in Iowa has been known as the PROMISE JOBS or JOBS Program and the statutory provisions are now found in Iowa Code chapter 239B along with the other FIP provisions.

The individuals required to participate in JOBS are the same as those required to enter into an FIA. There are a number of reasons in DHS policy which may excuse a participant from a particular JOBS activity or work, such as the need for excessive travel time or unavailability of child care.<sup>22</sup> According to Iowa Code section 239B.17, the JOBS Program requirements vary in accordance with the FIA entered into by a particular family. Generally the program includes the following activities:

- Placing applicants and participants in employment and on-the-job training.
- Institutional and work experience training for applicants and participants for whom the training is likely to lead to regular employment.
- Special work projects for applicants and participants for whom a job in the regular economy cannot be found.
- Incentives, opportunities, services, and other benefits to aid applicants and participants.

In addition to the FIA options described in part F of this section of this Guide and the activities described above, JOBS may include orientation and assessment and matches with volunteer mentors.<sup>23</sup>

#### **H. Family Development and Self-Sufficiency (FaDSS) Grant Program.**

**Overview.** The FaDSS Program is available statewide and provides intensive supportive services to FIP families with significant or multiple barriers to family stability and employment. Families eligible for FaDSS are referred to the program by JOBS or local DHS workers. DHS contracts with the Department of Human Rights to provide program oversight. Local grantees provide direct services using certified family development specialists.<sup>24</sup>

**Program Service Components.** The FaDSS Program includes the following components:

- Ongoing, comprehensive assessment of family strengths and barriers to self-sufficiency.
- Intensive in-home services, often supported by center-based services.
- Networking by use of peer support groups, newsletters, and mentoring.
- Career training which builds on JOBS Program services.
- Family development services focusing on parenting, budgeting, and life skills.
- Provision of or referral to social services as needed for family members.
- Transition services for a period of 90 days after leaving FIP.

#### **I. Limited Benefit Plan.**

If an individual participant fails to enter into an FIA or does not fulfill the terms of the FIA the

If an individual participant fails to enter into an LBP or does not follow the terms of the LBP, the individual, and usually the individual's family, enters into a Limited Benefit Plan (LBP). Iowa law relating to LBPs has been significantly amended twice since the original enactment in 1993, most recently in the 1998 Legislative Session.<sup>25</sup> Effective June 1, 1999, an initial LBP excludes eligibility for cash assistance for an indeterminate period with cash assistance only to be reinstated if a participant complies with FIA requirements.<sup>26</sup> If a person is subject to a subsequent LBP, the LBP is effective for at least six months, is followed by an indeterminate period of LBP eligibility, and will only end if the participant complies with FIA requirements. Except for cases involving noncompliance by a needy relative acting as a payee, a stepparent, or a child who is a mandatory JOBS Program participant, an LBP applies to the entire family unit.

#### J. Crimes -- Program Violations.

State law provides that it is a fraudulent practice to obtain or attempt to obtain FIP benefits or assistance by use of a willfully false statement or representation, by knowing failure to disclose a material fact, by impersonation, or by any fraudulent device.<sup>27</sup> It is also a fraudulent practice to aid or abet another person in obtaining or attempting to obtain FIP benefits or assistance by any such means. Fraudulent practice crimes are classified by degrees according to the amount involved. Thus the penalty for conviction for a fraudulent practice ranges from a simple misdemeanor for a fifth degree offense involving a value of less than \$100 to a class "C" felony for a first degree offense involving a value in excess of \$10,000.<sup>28</sup>

#### K. Calculation of FIP Eligibility and Benefits.

Calculation of eligibility and benefits is a complex process. For a sample calculation, turn to Appendix A. This sample calculation is for a single parent, working full-time who has two children, one a toddler who is age one and the other a third grader. For this example of a three-person family, the maximum monthly grant of \$426 per month minus the net countable income of the example family results in the family's FIP grant of \$26.00 per month. FIP participants may also be eligible for special need payments for guardian or conservatorship fees and children's school expenses.<sup>29</sup>

The first two payment months' assistance amounts are determined on projected income levels. Beginning with the third month of assistance, assistance amounts are determined based on actual income two months prior to the payment month, i.e., September's income for November's payment.<sup>30</sup>

### III. Food Stamps.

#### A. Overview.

The Food Stamp Program is a federal program, available nationally, for the purpose of improving nutrition among low-income households. In Iowa, the Iowa Department of Human Services is responsible for administering the program on behalf of the United States Department of Agriculture, Food and Nutrition Service (FNS).<sup>31</sup> The program is primarily federally funded. In fiscal year 1999-2000, \$100,746,392 in food stamp benefits was paid from federal funding. Iowa received approximately \$10.8 million from the federal government to administer the program to match approximately \$14.4 million in state funding.<sup>32</sup> In addition to FIP participants, the program also assists many other eligibility groups.

#### B. Eligibility.

Eligibility for the program is based upon various residency, income, and resource tests. Persons who are eligible for certain other public welfare programs such as the Family Investment Program, ongoing county general assistance, and Supplemental Security Income are generally deemed to be "categorically eligible" for food stamps. However, their food stamp benefit amount is adjusted based upon individual family or household income and other individual circumstances. The maximum monthly benefit for an eligible family of three in fiscal year 2000-2001 is \$341.<sup>33</sup>

#### C. Application.

The program requires a written application submitted to any DHS local, satellite, or area office or to various other workers who deal with human services programs (see Appendix D for a list of

sites).<sup>34</sup> The application may be submitted in person or by mail. If the applicant is also applying for FIP, a combined public assistance form and interview may be used. A person may apply for expedited service in processing the application if serious circumstances exist, such as shelter costs in excess of money available. If approved for expedited service, the first food stamps will be issued within five days of the application date. The application process requires a face-to-face interview with a DHS income maintenance worker, unless the interview is waived due to hardship or other circumstances.

The worker must verify the information submitted. The verification covers a broad spectrum, from the identity of the applicant to income and resources, and may include review of documents, home visits, collateral contacts, and use of the state Income and Eligibility Verification System, which contains tax and employment information from the Internal Revenue Service and other government agency databases. In general, the processing standard provides for issuance of food stamp benefits to eligible households within 30 days of initial application. There are exceptions which may delay processing, including the need to obtain additional information. Decisions concerning eligibility are issued in writing and may be appealed.

**Certification Period.** The longest period of time a household is certified for provision of benefits is 12 months.<sup>35</sup> During the certification period, the household is required to either file monthly reports or report changes in circumstances affecting eligibility or benefits within 10 days of knowing about the change. The household must reapply for benefits at the end of the certification period.

#### **D. Use of Food Stamps.**

The Food Stamp Program utilizes a coupon exchange system for participants to purchase food. The minimum coupon value is \$1 and there is a prohibition against cash change of more than 99 cents.<sup>36</sup> There are both federal and state penalties for misusing food stamp coupons. Iowa, along with other states, has been pilot testing distribution of benefits via electronic benefit transfer (EBT), which operates in the same manner as an electronic fund transfer or bank card. Iowa has enacted legislation which requires the state to pay a transaction fee on EBT transactions.<sup>37</sup> Food stamps may be used in any of the following authorized outlets:<sup>38</sup>

- Authorized retail outlets.
- Communal dining facilities and certain restaurants (for persons age 60 and older or for persons who receive SSI).
- Meals on Wheels programs (for persons age 60 and older or for persons who have a disability).
- Any of the following living situations where the eligible household member is residing: group living arrangements, private not-for-profit drug or alcohol treatment programs, private not-for-profit homeless programs, and shelters for battered women and children.

#### **E. Eligibility.**

The basic eligibility unit for food stamps is a household which includes spouses, parents, and children, or related or unrelated persons who customarily buy, fix, and eat their food together. Eligibility may also apply to persons in other circumstances, such as elderly and disabled persons who cannot buy, fix, and eat their food on their own due to their disability, and individuals living in certain group living arrangements.<sup>39</sup> Ineligible persons include certain aliens, certain students, persons who do not comply with program requirements, program violators, and certain criminals.

#### **F. Income Requirements.**

Households which are categorically eligible are not subject to income requirements for determining eligibility. Households with an elderly person (age 60 and older) or disabled person are subject to the net income guidelines. All other households must meet both gross and net income guidelines. Net income is determined by making various adjustments for general purposes, medical care costs, dependent care costs, child support paid by household members, and excess shelter costs.<sup>40</sup> Net income is also used in determining benefit amounts.

### **FOOD STAMP INCOME ELIGIBILITY<sup>41</sup>**

Household Size	Maximum Gross Monthly Income	Maximum Net Monthly Income
1	\$905	\$696
2	\$1,219	\$938
3	\$1,533	\$1,180
4	\$1,848	\$1,421
5	\$2,162	\$1,663
6	\$2,476	\$1,905
7	\$2,790	\$2,146
8	\$3,104	\$2,388

For each additional person, add \$315 For each additional person, add \$242

**G. Resource Limits.**

Except for those with categorical eligibility, food stamp eligibility is subject to limitations regarding the resources owned by the household.<sup>42</sup> The basic limit is no more than \$2,000; however, for households with eligible members who are older than age 60 the limit is \$3,000. Resources include liquid resources such as savings which can easily be converted to cash and nonliquid resources such as buildings or other real property which cannot be easily converted. For a motor vehicle, only the value over \$4,650 is counted toward the resource limit.<sup>43</sup> However, none of the value of a licensed motor vehicle is counted if it is used as the household's home, for self-employment, or for transporting a household member who has a physical disability. Various resources such as the homestead and household goods and personal effects are not counted toward the resource limit.

**H. Work Requirements.**

Unless exempt, the members of a food stamp household are subject to work registration, work program, and work requirements.<sup>44</sup> Work registration means registered for employment with the Iowa Department of Workforce Development. The work program, the Food Stamp Employment and Training Program, includes a basic work requirement for persons ages 18 to 50 to be working or participating in a work program at least 80 hours per month. Exemptions cover a variety of individual circumstances, such as pregnancy, student status, disability, and caring for a young child or an incapacitated person. The work program includes a four-week job-seeking program called Job Club, educational services, other job search activities, and federal Job Training Partnership Act (JTPA) employment and training services.

**I. Benefit Amount.**

The benefit amount is determined based upon the person's income each month, either prospectively or retrospectively.<sup>45</sup> Prospective budgeting means the net income for the current month is used to determine the benefit amount for the current month. Prospective budgeting is used for migrant or seasonal workers, homeless households, households with persons who are elderly or disabled and have no earned income, or households living on a Native American reservation or settlement. Retrospective budgeting means the net income for the budget month two months before the benefit month is used to calculate the benefit amount. Anyone who is not eligible for prospective budgeting is subject to retrospective budgeting. With both budgeting methods, the benefit amount is adjusted by the net income for the budget month. The following are maximum benefit amounts:<sup>46</sup>

**MAXIMUM FOOD STAMP BENEFITS**

Household Size	Maximum Net Monthly Benefit
1	\$130
2	\$220

2	\$258
3	\$341
4	\$434
5	\$515
6	\$611
7	\$683
8	\$781

For each additional member, add \$98

**J. Crimes -- Program Violations.**

State law provides that it is a fraudulent practice to obtain or attempt to obtain food stamp benefits or assistance by use of a willfully false statement or representation, by knowing failure to report changes in circumstances affecting entitlement to benefits, by transferring benefits to another with the intent the benefits will be used for someone other than the eligible person's household, by acquisition, use, or attempt to use benefits which were not issued to that household, or by knowing acquisition, alteration, transfer, or redemption of benefits in violation of state or federal requirements for the program.<sup>47</sup> The penalty provisions are the same as for the FIP Program. Fraudulent practice crimes are classified by degrees according to the amount involved. Thus the penalty for conviction for a fraudulent practice ranges from a simple misdemeanor for a fifth degree offense involving a value of less than \$100 to a class "C" felony for a first degree offense involving a value in excess of \$10,000.<sup>48</sup> In addition, if a court or an administrative disqualification hearing results in a finding that a person obtained or attempted to obtain food stamp benefits by such means, the person involved is deemed to have committed an intentional program violation and is ineligible for food stamp assistance. The period of ineligibility can be permanent upon a first, second, or third violation, depending on the nature of the violation.<sup>49</sup>

**K. Other Food Assistance Programs.**

Special provisions exist for issuance of food stamps or eligibility for other food assistance programs administered by the Iowa Department of Human Services for certain persons. These food assistance programs are available to persons subject to the following circumstances:

- Households adversely affected by a disaster may be eligible for food stamps.<sup>50</sup>
- If eligible for other federal, state, or local food, health, or welfare programs for low-income persons, an infant or child under age six, a pregnant woman, or a woman within 12 months after delivering a child may be eligible for the Commodity Supplemental Food Program.<sup>51</sup>
- Adult correctional institutions and certain noneducational charitable institutions may be eligible for food products distributed under the United States Department of Agriculture Institutional Food Program.<sup>52</sup>
- Emergency feeding organizations, certain charitable institutions, and certain needy households may be eligible for surplus commodities or other food donated by the United States Department of Agriculture and distributed under the Federal Surplus Food Program.<sup>53</sup>

**IV. Combined Benefit Packages -- Other Assistance.**

**A. Illustrative Monthly Benefit Value.**

For purposes of illustration, in the example of the single parent family with two children, used in Appendices A and B assuming no changes in circumstances, the value of the combined monthly FIP and food stamp

Monthly FIP benefit	\$ 26.00
Monthly food stamp benefit	\$194.00
Combined benefit amount	\$220.00

**B. Other Assistance.**

In addition, the family may be eligible for other programs and benefits, such as the following:

- The Medical Assistance Program (also known as Medicaid or Title XIX).
- The Commodity Supplemental Food Program and other food programs administered by DHS.
- Free or subsidized meals at school.
- Emergency utility assistance.
- Child care and transportation assistance in connection with the family's FIA.
- Individual Development Accounts, or IDAs, which help low-income Iowans accumulate assets through personal savings and matching contributions.
- Short-term assistance and services to link a FIP participant to employment and shorten the time on FIP, known as "diversion assistance."

**Appendix A: Family Investment Program Calculation of Eligibility and Benefit Example**

**Assumptions.** Here's a sample calculation of initial eligibility requirements and a benefit amount for a single-parent family with two children, one a toddler age one and the other a third grader. In this example, the single parent works full-time in a \$6.25 per hour job and meets all resource requirements, and there is no other income source such as child support for the two children.

Explanation	Calculation
Step A: Calculate gross monthly income. Monthly income of \$6.25 per hour @ 40 hours per week is \$250 per week x 4 weeks = \$1,000 per month.	<p>→ Gross Monthly Income \$1,000</p>
Step B: Apply first eligibility test. Compare Step A Gross Income to DHS 185% of Living Costs Schedule. This test uses a schedule of living costs developed by DHS. In this test the eligible family unit's countable gross nonexempt earned and unearned income cannot exceed 185 percent of the living costs for that size of family unit (for a family of three, it is \$1,570.65 per month).	<p>→ Is \$1,000 &lt; or = \$1,570.65? YES-move to Step C (If NO, applicant or participant is ineligible)</p>
Step C: Calculate countable monthly income. Apply earned income deduction: 20 percent of gross income (covers all work-related expenses other than child care, including taxes, transportation, meals, and uniforms) $\$1,000 \times 20\% = \$2000$	<p>→ Gross Monthly Income \$1,000 - 200 Countable Monthly Income \$800</p>
Step D: Apply second test. This test uses a schedule developed by DHS called "standard of need." In this test the monthly countable income from Step C must be less than the standard of need for the family group (for a family of three = \$849 per month). The Step C countable income of \$800 is less than \$849 per month (this test is used only for applicants).	<p>→ Is \$800 &lt; \$849? YES-go to Step E (If NO, applicant is ineligible)</p>
Step E: Calculate net countable monthly income. The net countable income of \$800 from Step C is adjusted with a work incentive deduction of 50% as follows: $\$800 \times 50\% = \$400$	<p>→ Countable Monthly Income \$800 Work Incentive Deduction - 400 Net Countable Income \$800</p>
Step F: Apply third test. The third test uses a payment standard schedule	<p>→ Is \$400 &lt; \$426?</p>

developed by DHS which provides the maximum grant amount for various family sizes. With this test, the net countable income from Step E must be less than the payment standard for that family. The payment standard for an applicant family of three is \$426 per month. In our example, the applicant family's countable net income of \$400 is less than the relevant payment standard.



YES-go to Step F:  
Benefit Calculation  
(If NO, applicant or  
participant is  
ineligible)

Step G: Benefit calculation. The amount of the FIP grant is calculated by subtracting the net countable monthly income from the applicable payment standard. In our example, the applicable payment standard for a family of three is \$426 per month and the net countable monthly income of the example family is \$400 so that family's monthly FIP grant would be \$26.



Payment  
Standard \$426  
Net Countable  
Monthly  
Income -400  
Monthly FIP  
Grant \$26

Step H: Determine continuing eligibility. Once a family is determined to be eligible, continuing eligibility is determined by applying only the first and third tests.



Apply First & Third  
Tests  
(Steps B & F)

Source: Iowa Department of Human Services Employees' Manual, Title 4, as of 11/99.

Schedule of Needs (in Dollars)											
Number of Persons	1	2	3	4	5	6	7	8	9	10	Each Add'l Person
185% of Living Costs	675.25	1330.15	1570.65	1824.10	2020.20	2249.60	2469.75	2695.45	2915.60	3189.40	320.05
Schedule of Living Costs or Standard of Need	365	719	849	986	1092	1216	1335	1457	1576	1724	173
Schedule of Basic Needs or Payment Standard	183	361	426	495	548	610	670	731	791	865	87
Ratio of Basic Needs to Living Costs	50.18	50.18	50.18	50.18	50.18	50.18	50.18	50.18	50.18	50.18	50.18

**Appendix B: Sample Calculation of Food Stamp Benefits**

**Assumptions.** This is a sample calculation of food stamp benefits using the Appendix A example of a working

single-parent family with two children, one a toddler who is age one and the other a third grader. In this example, the single parent works full-time in a \$6.25 per hour job and there is no other income source such as child support for the two children. It is assumed that apartment rent is \$450 per month with an average of \$100 per month in telephone, power, and other utility costs. Because the family is participating in the FIP program, the family is categorically eligible for food stamps. Therefore, this example only shows how the benefit amount is calculated and does not show an eligibility determination.

Explanation	Calculation															
Step A: Calculate gross monthly income. Monthly income of \$6.25 per hour @ 40 hours per week is \$250 per week x 4 weeks = \$1,000 per month.	Step A Gross Monthly Income \$1,000															
Apply earned income adjustment. 20 percent of gross income of \$1,000 (covers all work-related expenses other than child care, including taxes, transportation, meals, and uniforms) $\$1,000 \times 20\% = \$200$	Gross Monthly Income from Step A \$1,000 - 200 Step B Subtotal \$800															
Step C: Add unearned income to adjusted income. In our example the family is receiving a monthly FIP benefit. <i>Step B Adjusted Income \$800</i> <i>FIP Benefit +\$26</i>	Subtotal from Step B \$800 + 26 Step C Subtotal \$826															
Step D: Apply standard deduction. The standard deduction allowed for all recipients in the amount of \$134 is subtracted from the subtotal from Step C.	Subtotal from Step C \$826 - 134 Step D Subtotal \$692															
Step E: Subtract medical. Since this deduction is only available for household members who are elderly or disabled, the deduction is not applicable to this example.	Subtotal from Step D \$692 - 0 Step E Subtotal \$692															
Step F: Subtract child support payment deduction. Since the example family does not have a child support obligation, this deduction does not apply	Subtotal from Step E \$692 - 0 Step F Subtotal \$692															
Step G: Subtract allowable dependent care costs. Since the family is not responsible for the dependent care costs under the FIP Program, this deduction does not apply.	Subtotal from Step F \$692 - 0 Step G Subtotal \$692															
Step H: Subtract excess shelter expenses. The procedure is to total the shelter costs and subtract 50% of the subtotal from Step G, up to a maximum of \$275.	Subtotal from Step G \$692 - 204 Net Monthly Income \$488															
<table border="0" style="margin-left: auto;"> <tr> <td>Rent</td> <td>\$450</td> <td>Subtotal from Step G</td> <td>\$692</td> <td>\$550</td> </tr> <tr> <td>Utilities</td> <td>+100</td> <td></td> <td>X 50%</td> <td>-\$346</td> </tr> <tr> <td></td> <td><u>\$550</u></td> <td></td> <td></td> <td><u>\$204</u></td> </tr> </table>	Rent	\$450	Subtotal from Step G	\$692	\$550	Utilities	+100		X 50%	-\$346		<u>\$550</u>			<u>\$204</u>	
Rent	\$450	Subtotal from Step G	\$692	\$550												
Utilities	+100		X 50%	-\$346												
	<u>\$550</u>			<u>\$204</u>												

Sneller Cost \$550

\$346

\$204

Step I: Benefit calculation.

Step 1. Multiply the net monthly income figure from Step H by 30%.

$$488 \times 30\% = 146.4 \text{ (round up result) } \$147$$

Step 2. Determine maximum food stamp allotment for family.

\$335 for a family of 3

Step 3. Subtract the Step 1 amount from the Step 2 amount.

\$335

-147

\$188 Net Monthly Food Stamp Benefit



Source: Iowa Department of Human Services Employees' Manual, Title 7, as of 11/99.

### Appendix C: Programs and Benefits Using Federal Poverty Guidelines for Eligibility

**Overview.** Federal poverty guidelines are often used for eligibility determination for other public assistance programs and benefits. While the two programs described in this Legislative Guide do not use the guidelines, many local programs for persons with low income utilize the guidelines or a percentage of the guidelines to determine eligibility for the assistance. In addition, the guidelines are useful as a yardstick for understanding what is considered low income.

#### 1999 HHS Poverty Guidelines<sup>1</sup>

Size of Family Unit	48 Contiguous States and District of Columbia
1	\$8,350
2	11,250
3	14,150
4	17,050
5	19,950
6	22,850
7	25,750
8	28,650

For each additional person, add \$2,900

**Programs and Benefits Using Federal Poverty Guidelines.** The Iowa Administrative Code contains rules utilizing the above federal guidelines or a percentage amount, such as 185 percent, for eligibility determination purposes. The programs involved include the following:

- Child care assistance programs administered by DHS.<sup>2</sup>
- Protective child care programs administered by DHS.<sup>3</sup>
- Transportation assistance for children who are open enrolled in a different school district.<sup>4</sup>
- Hunting and fishing licenses provided without charge to low-income persons 65 years of age and older, or low-income persons who are permanently disabled.<sup>5</sup>
- Educational support programs for parents of at-risk children age birth through three years.<sup>6</sup>
- Various programs administered by the Department of Elder Affairs, such as the Senior Community Service Employment Program.<sup>7</sup>
- Weatherization assistance programs for low-income persons administered by community action

programs.<sup>8</sup>

- Distribution of federal Community Services Block Grant funding.<sup>9</sup>
- Emergency utility costs assistance for persons participating in FIP.<sup>10</sup>
- Foster care and services to prevent or eliminate foster care placements.<sup>11</sup>
- Genetic consultation services sliding fee scale.<sup>12</sup>
- Supplemental Nutrition Program for Women, Infants, and Children (WIC).<sup>13</sup>
- Statewide Obstetrical and Newborn Indigent Patient Care Program.<sup>14</sup>
- State sales and use tax exemption for purchase of goods, wares, merchandise, or services rendered, furnished, or performed that are used for free distribution to the poor and needy.<sup>15</sup>

<sup>1</sup>Guidelines adopted by the United States Department of Health and Human Services, Federal Register, Vol. 64, No. 52, March 18, 1999, pp. 13428-13430, Internet: <http://aspe.hhs.gov/poverty99.htm>.

<sup>2</sup>Iowa Admin. Code 441-170.2.

<sup>3</sup>Iowa Admin. Code 441-130.1.

<sup>4</sup>Iowa Admin. Code 281-17.9(3).

<sup>5</sup>Iowa Admin. Code 571-15.7.

<sup>6</sup>Iowa Admin. Code 281-67.4.

<sup>7</sup>Iowa Admin. Code 321.10.

<sup>8</sup>Iowa Admin. Code 427-5.2.

<sup>9</sup>Iowa Admin. Code 427-22.3.

<sup>10</sup>Iowa Admin. Code 441-58.26.

<sup>11</sup>Iowa Admin. Code 441-133.3(6).

<sup>12</sup>Iowa Admin. Code 641-4.7(3).

<sup>13</sup>Iowa Admin. Code 641-73.7(2).

<sup>14</sup>Iowa Admin. Code 641-82.2.

<sup>15</sup>Iowa Admin. Code 701-18.6.

#### Appendix D: Iowa Department of Human Services Regional and County Offices

Location/County	DHS Region	DHS Cluster	Address	City	Zip	Administrator	Telephone
<b>Regional Offices:</b>							
Cedar Rapids	Cedar Rapids Regional Office		411 Third Street - SE Suite 600	Cedar Rapids	52401	Jay Barfels	(319) 362-5333 (800) 272-8703
Council Bluffs	Council Bluffs Regional Office		417 East Kanesville Blvd.	Council Bluffs	51503	Dan Sparks	(712) 328-5697
Des Moines	Des Moines Regional Office		1200 University, Suite B	Des Moines	50314	Dale Schmitz	(515) 283-7900
Sioux City	Sioux City Regional Office		520 Nebraska Street 5th Floor	Sioux City	51101	Robert Peters	(712) 255-3522
Waterloo	Waterloo		5109 Nordic	Cedar Falls	50613	Marlys	(319)

	Regional Office		Drive			Kasemeier	268-7370
<b>County Offices:</b>							
Adair	Council Bluffs	Union	132 S.E. Court Drive	Greenfield	50849	Terry Hutchinson	(515) 743-2119
Adams	Council Bluffs	Union	Courthouse	Corning	50841	Terry Hutchinson	(515) 322-4031
Allamakee	Waterloo	Winneshiek	Courthouse	Waukon	52172	Melanie Tietz	(319) 568-4583
Appanoose	Cedar Rapids	Appanoose	209 East Jackson P.O. Box 488	Centerville	52544	Jean Sprouse	(515) 437-4450 (888) 820-0804
Audubon	Council Bluffs	Carroll	210 North Market	Audubon	50025	Jack Slauson	(712) 563-4259
Benton	Cedar Rapids	Benton	114 East Fourth Street P.O. Box 454	Vinton	52349	Sandra Teich	(319) 472-4746
Black Hawk	Waterloo	Black Hawk	1407 Independence Ave. P.O. Box 7500	Waterloo	50704	Evan Klenk	(319) 291-2441
Boone	Des Moines	Boone	900 W. Mamie Eisenhower	Boone	50036	John Grush	(515) 433-0593
Bremer	Waterloo	Butler	209 20th Street NW	Waverly	50677	Deb Huisinga	(319) 352-4233
Buchanan	Waterloo	Buchanan	1413 First Street - West P.O. Box 408	Independence	50644	Art Finnigan	(319) 334-6091
Buena Vista	Sioux City	Buena Vista	311 East Fifth Street	Storm Lake	50588	Lyle Fleshner	(712) 749-2536
Butler	Waterloo	Butler	315 North Main P.O. Box 306	Allison	50602	Deb Huisinga	(319) 267-2594
Calhoun	Sioux City	Webster	515 Court Street P.O. Box 71	Rockwell City	50579	Ronald D. Walrod	(712) 297-8524
Carroll	Council Bluffs	Carroll	515 North Main Street	Carroll	51401	Jack Slauson	(712) 792-4391
Cass	Council Bluffs	Cass	601 Walnut Street	Atlantic	50022	Carol L. Gutchewsky	(712) 243-4401
Cedar	Cedar Rapids	Muscatine	101 Lynn Street	Tipton	52772	Gary Hoxmeier	(319) 886-6036
Cerro Gordo	Waterloo	Cerro Gordo	Mohawk Square 22 North Georgia Avenue	Mason City	50401	Allen L. Grooters	(515) 424-8641
Cherokee	Sioux City	Sioux	239 West Maple	Cherokee	51012	Dennis Sassman	(712) 225-6723
Chickasaw	Waterloo	Floyd	910 East Main	New Hampton	50659	Lori Nettleton	(515) 394-4315
Clarke	Council Bluffs	Decatur	115 North Main P.O. Box 377	Osceola	50213	Terry Hutchinson	(515) 342-6516

Clay	Sioux City	Clay	217 West Fifth Street P.O. Box 7977	Spencer	51301	Paula Heckenlively	(712) 262-3586
	Clay Satellite Office		20 West Sixth Street Suite 306	Spencer	51301		
Clayton	Waterloo	Winneshiek	Clayton County Office Building 100 Sandpit Road	Elkader	52043	Melanie Tietz	(319) 245-1766
Clinton	Cedar Rapids	Clinton	P.O. Box 1180 121 Sixth Avenue S	Clinton	52732	Brent Andresen	(319) 242-0573 (800) 798-4737
Crawford	Sioux City	Buena Vista	1527 Fourth Avenue North	Denison	51442	Lyle Fleshner	(712) 263-5668
Dallas	Des Moines	Boone	210 North 10th Street	Adel	50003	John Grush	(515) 993-5817 (800) 397-3232
Davis	Cedar Rapids	Appanoose	203 South Madison P.O. Box 107	Bloomfield	52537	Jean Sprouse	(515) 664-2239 (888) 818-1700
Decatur	Council Bluffs	Decatur	210 North Main Street	Leon	50144	Terry Hutchinson	(515) 446-4312
Delaware	Waterloo	Buchanan	721 South Fifth Street P.O. Box 500	Manchester	52057	Art Finnigan	(319) 927-4512
Des Moines	Cedar Rapids	Des Moines	Service Unit/Satellite Office 409 North Fourth	Burlington	52601	Sally O'Riley	(319) 754-4622
			Income Maintenance Unit 1000 North Roosevelt	Burlington	52655		(319) 753-1671 (888) 346-9561
Dickinson	Sioux City	Clay	901 - 20th Street Suite 3	Spirit Lake	51360	Paula Heckenlively	(712) 336-2555
Dubuque	Waterloo	Dubuque	Town Clock Plaza Nesler Centre, Suite 410 Box 87	Dubuque	52001	Gary Lippe	(319) 557-8251
Emmet	Sioux City	Kossuth	220 South First Street	Estherville	51334	Kathryn Lucas	(712) 362-7237
Fayette	Waterloo	Buchanan	129 A North Vine P.O. Box 476	West Union	52175	Art Finnigan	(319) 422-5634
	Fayette Satellite		300 - 12th Street SE	Oelwein	52175		

	Office		Suite 2				
Floyd	Waterloo	Floyd	1206 South Main P.O. Box 158	Charles City	50616	Lori Nettleton	(515) 228-5713
Franklin	Waterloo	Butler	19 Second Avenue NW P.O. Box 58	Hampton	50441	Deb Huisinga	(515) 456-4763
Fremont	Council Bluffs	Page	414 Clay Street P.O. Box 419	Sidney	51652	Steve Hoegh	(712) 374-2512
Greene	Council Bluffs	Carroll	Courthouse 114 North Chestnut	Jefferson	50129	Jack Slauson	(515) 386-2143
Grundy (less-than-full-time office)	Waterloo	Butler	315 North Main P.O. Box 306	Allison	50602	Deb Huisinga	(319) 267-2594
Guthrie	Council Bluffs	Carroll	Courthouse 200 North Fifth Street	Guthrie Center	50115	Jack Slauson	(515) 747-2293
Hamilton	Sioux City	Webster	2300 Superior Street	Webster City	50595	Doug Koons	(515) 832-9555
Hancock	Waterloo	Cerro Gordo	120 East Eighth Street Courthouse Annex	Garner	50438	Allen L. Grooters	(515) 923-3758
Hardin	Des Moines	Marshall	1201 - 14th Avenue	Eldora	50627	Lee Bergen	(515) 939-8141 (800) 859-3048
Harrison	Council Bluffs	Harrison	204 East Sixth Street P.O. Box 189	Logan	51546	John Mock	(712) 644-2460
Henry	Cedar Rapids	Des Moines	205 West Madison	Mt. Pleasant	52641	Sally O'Riley	(319) 986-5157
Howard	Waterloo	Winneshiek	205 East Second Street	Cresco	52136	Melanie Tietz	(319) 547-2860
Humboldt	Sioux City	Hamilton	Courthouse P.O. Box 656	Dakota City Humboldt	50529 50548	Doug Koons	(515) 332-3383
Ida	Sioux City	Buena Vista	Courthouse	Ida Grove	51445	Lyle Fleshner	(712) 364-2631
Iowa	Cedar Rapids	Benton	1061 Court Avenue Box 147	Marengo	52301	Sandra Teich	(319) 642-5573
Jackson	Cedar Rapids	Clinton	700 West Quarry	Maquoketa	52060	Brent Andresen	(319) 652-4000 (800) 237-0089
Jasper	Des Moines	Jasper	120 First Street N Suite 500	Newton	50208	Jerry Sawin	(515) 792-1955

Jefferson	Cedar Rapids	Jefferson	51 West Hempstead P.O. Box 987	Fairfield	52556	Mike Hodoly	(515) 472-5011
Johnson	Cedar Rapids	Johnson	Service Unit 911 North Governor	Iowa City	52240	Cheryl Whitney	(319) 356-6050
			Income Maintenance Unit Eastdale Plaza 1700 First Avenue P.O. Box 1787	Iowa City	52240		(319) 339-6171
Jones	Cedar Rapids	Linn	500 West Main Street	Anamosa	52205	Marc Baty	(319) 462-3557
Keokuk	Cedar Rapids	Jefferson	Route 1 P.O. Box 308	Sigourney	52591	Mike Hodoly	(515) 622-2090
Kossuth	Sioux City	Kossuth	109 West State Street	Algona	50511	Kathryn Lucas	(515) 295-7771
Lee-North	Cedar Rapids	Lee	Service Unit 933 Avenue H P.O. Box 188	Fort Madison	52627	Sue Frice	(319) 372-3651
			Income Maintenance Unit Workforce Center 610 Eighth Street P.O. Box 188	Fort Madison	52627		(319) 372-4412 (888) 381-6831
Lee-South	Cedar Rapids	Lee	107 Bank Street P.O. Box 937	Keokuk	52632	Sue Frice	(319) 524-1052 (888) 790-9757
Linn	Cedar Rapids	Linn	Service Unit 411 Third Street SE Suite 400	Cedar Rapids	52401	Marc Baty	(319) 398-3950
			Income Maintenance Unit 411 Third Street SE Suite 400	Cedar Rapids	52401		(319) 398-3525 (800) 272-8703
			Satellite Office Kirkwood Resource Center 1030 Fifth Avenue SE Suite 2800	Cedar Rapids	52403		
Louisa	Cedar Rapids	Des Moines	317 Van Buren	Wapello	52653	Sally O'Riley	(319) 523-6351
Lucas	Cedar Rapids	Appanoose	125 South Grand P.O. Box 735	Chariton	50049	Jean Sprouse	(515) 774-5071
Lyon	Sioux City	Sioux	803 South Greene, Suite 2 P.O. Box 148	Rock Rapids	51246	Dennis Sassman	(712) 472-3743
Madison	Des Moines	Warren	209 East Madison R.R. #1	Winterset	50273	Dale Carter	(515) 462-2931
Mahaska	Cedar Rapids	Wapello	410 South 11th Street	Oskaloosa	52577	Rick Johnson	(515) 677-2406

	rapids		street P.O. Box 290				515-3490 (800) 407-6250
Marion	Des Moines	Newton	P.O. Box 191 3014 E. Main	Knoxville	50138	Jerry Sawin	(515) 842-5087
Marshall	Des Moines	Marshall	206 West State Street	Marshalltown	50158	Lee Bergen	(515) 752-6741
Mills	Council Bluffs	Cass	711 South Vine Street P.O. Box 469	Glenwood	51534	Carol L. Gutchewsky	(712) 527-4803
Mitchell (less-than-full-time office)	Waterloo	Charles City	1206 South Main P.O. Box 158	Charles City	50616	Lori Nettleton	(515) 228-5713
Monona	Council Bluffs	Logan	Courthouse 610 Iowa Avenue P.O. Box 58	Onawa	51040	John Mock	(712) 423-1921
Monroe	Cedar Rapids	Centerville	103 South Clinton P.O. Box 176	Albia	52531	Jean Sprouse	(515) 932-5187 (888) 818-2500
Montgomery	Council Bluffs	Cass	1109 Highland P.O. Box 525	Red Oak	51566	Carol L. Gutchewsky	(712) 623-4838
Muscatine	Cedar Rapids	Muscatine	120 East Third Street 4th Floor	Muscatine	52761	Gary Hoxmeier	(319) 263-9302
O'Brien	Sioux City	Clay	160 Second Street SE P.O. Box 400	Primghar	51245	Paula Heckenlively	(712) 757-5135
Osceola	Sioux City	Clay	110 Cedar Lane P.O. Box 8	Sibley	51249	Paula Heckenlively	(712) 754-3622
Page	Council Bluffs	Page	121 South 15th, Suite C P.O. Box 178	Clarinda	51632	Steve Hoegh	(712) 542-5111 (712) 246-4167
Palo Alto	Sioux City	Kossuth	2105 Main	Emmetsburg	50536	Kathryn Lucas	(712) 852-3523
Plymouth	Sioux City	Sioux	19 Second Avenue N.W.	LeMars	51031	Dennis Sassman	(712) 546-8877
Pocahontas	Sioux City	Webster	23 Third Avenue, N.E. P.O. Box F	Pocahontas	50574	Ronald D. Walrod	(712) 335-3565
Polk	Des Moines	Des Moines	Administrative Offices City View Plaza 1200 University Avenue	Des Moines	50314	Ken Riedel	(515) 283-9238
Polk-Central			1900 Carpenter	Des Moines	50314		(515) 286-3555
Polk-East			1740 Garfield	Des Moines	50316		(515) 286-3270
Polk-Pioneer			2100 SE Fifth	Des Moines	50315		(515)

Columbus							288-9333
Polk-Refugee Services			1200 University	Des Moines	50314		(515) 283-7999
Pottawattamie	Council Bluffs	Pottawattamie	417 E. Kanesville Blvd.	Council Bluffs	51503	Thomas Bouska	(712) 328-5648
Poweshiek	Cedar Rapids	Benton	718 Industrial Avenue Box 449	Grinnell	50112	Sandra Teich	(515) 236-3149
Ringgold	Council Bluffs	Decatur	Courthouse	Mount Ayr	50854	Terry Hutchinson	(515) 464-2247
Sac	Sioux City	Buena Vista	116 South State Street Suite B	Sac City	50583	Lyle Fleshner	(712) 662-4782
Scott	Cedar Rapids	Scott	428 Western Avenue 2nd Floor	Davenport	52801	Dennis R. Timmermann	(319) 326-8680
Shelby	Council Bluffs	Harrison	807 Court Street P.O. Box 126	Harlan	51537	John Mock	(712) 755-3145
Sioux	Sioux City	Sioux	215 Central Avenue, S.E. P.O. Box 270	Orange City	51041	Dennis Sassman	(712) 737-2943 (800) 337-2943
Story	Des Moines	Story	126 South Kellog Suite 101	Ames	50010	Roxanne Thompson	(515) 292-2035
Tama	Cedar Rapids	Benton	129 West High Street P.O. Box 10	Toledo	52342	Sandra Teich	(515) 484-3406
Taylor	Council Bluffs	Page	309 Main P.O. Box 175 (Mailing)	Bedford	50833	Steve Hoegh	(712) 523-2129
Union	Council Bluffs	Union	Courthouse	Creston	50801	Terry Hutchinson	(515) 782-2173
Van Buren	Cedar Rapids	Lee	Courthouse Box 458	Keosauqua	52565	Sue Frice	(319) 293-3791
Wapello	Cedar Rapids	Wapello	120 East Main	Ottumwa	52501	Rick Johnson	(515) 682-8793 (888) 338-6067
Warren	Des Moines	Warren	901 East Iowa P.O. Box 729	Indianola	50125	Dale Carter	(515) 961-5353
Washington	Cedar Rapids	Jefferson	108 West Jefferson P.O. Box 519	Washington	52353	Mike Hodoly	(319) 653-7752
Wayne	Council Bluffs	Decatur	117 West Jackson P.O. Box 465	Corydon	50060	Terry Hutchinson	(515) 872-1820
Webster	Sioux City	Webster	330 First Avenue N P.O. Box 837	Fort Dodge	50501	Ron Walrod	(515) 955-6353
Winnebago	Waterloo	Mason City	216 South Clark	Forest City	50436	Allen L.	(515) 582-2271

Winneshiek	Waterloo	Winneshiek	305 Montgomery Street P.O. Box 286	Decorah	52101	Grooters Melanie Tietz	582-3211 (319) 382-2928
Woodbury	Sioux City	Woodbury	Trospar-Hoyt County Services Building 822 Douglas Street	Sioux City	51101	Phil Kratz	(712) 255-0833
Worth (less-than-full-time office)	Waterloo	Cerro Gordo	22 North Georgia Avenue	Mason City	50401	Allen L. Grooters	(515) 424-8641
Wright	Sioux City	Hamilton	114 First Street, S.W. P.O. Box 346	Clarion	50525	Doug Koons	(515) 532-6645

## ENDNOTES

<sup>1</sup>U.S. Department of Health and Human Services, Administration for Children and Families, State Maintenance of Effort Levels Required Under Pub. L. No. 104-193, accessed 11/5/99. The welfare program spending used to determine the maintenance of effort amount includes Aid to Families With Dependent Children, administration, emergency assistance, certain child care, and welfare employment programming.

<sup>2</sup>Linda Mount, Division of Economic Assistance, Iowa Department of Human Services, 8/18/2000.

<sup>3</sup>A family member who is 18 years of age and a full-time student expected to complete secondary school before age 19 is considered to be a child for eligibility and related purposes.

<sup>4</sup>Iowa Code §§ 239B.1 and 239B.2; Iowa Admin. Code 441-41.21(3) and 41.22(3).

<sup>5</sup>Iowa Code § 239B.10; Iowa Admin. Code 441-41.22 (15) - (19).

<sup>6</sup>Iowa Code § 239B.2; Iowa Admin. Code 441-41.21, 41.22, 41.23-25, 41.26.

<sup>7</sup>Iowa Admin. Code 441-40.24(1) and (2).

<sup>8</sup>Iowa Admin. Code 444-40.27(1)

<sup>9</sup>Iowa Admin. Code 441-40.27(1).

<sup>10</sup>Iowa Admin. Code 441-41.27.

<sup>11</sup>Iowa Admin. Code 441-41.26(1)(e).

<sup>12</sup>Iowa Code § 239B.2(3).

<sup>13</sup>Iowa Code § 239B.2A.

<sup>14</sup>42 U.S.C. § 608(a)(7).

<sup>15</sup>42 U.S.C. § 607.

<sup>16</sup>Iowa Admin. Code 441-41.26(2)(c).

<sup>17</sup>Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. No. 104-193, § 115, opt-out in Iowa Code § 239B.5(3)(a).

<sup>18</sup>Iowa Code § 239B.5(3)(b). According to a telephone interview with DHS policy specialist, Linda Mount, on 9/23/98, such individuals are self-identified, participation requirements are based upon applicable court orders and written into the FIA, and DHS provides options to address the presence of substance abuse in general.

<sup>19</sup>1999 Iowa Acts ch. 100, §§ 1, 3; codified at Iowa Code §§ 239B.2(4) and 239B.9(1).

<sup>20</sup>Iowa Code § 239B.8.

<sup>21</sup>Iowa Code § 239B.8.

<sup>22</sup>Iowa Department of Human Services Employees' Manual, Title 4, Vol. 2, Ch. J, "Excusing Clients From PROMISE JOBS

Activities or for Refusing Employment."

<sup>23</sup>Iowa Department of Human Services Employees' Manual, Title 4, Vol. 2A, Ch. J, "PROMISE JOBS Components and Services."

<sup>24</sup>Iowa Code §§ 217.11 and 217.12; Iowa Admin. Code 441-165.

<sup>25</sup>1993 Iowa Acts ch. 97, § 3, 1995 Iowa Acts ch. 116, 1998 Iowa Acts ch. 1218, div. III, and Iowa Code § 239B.9.

<sup>26</sup>Iowa Admin Code 441-41.24(11).

<sup>27</sup>Iowa Code § 239B.14.

<sup>28</sup>Iowa Code §§ 714.8, 714.9-714.11, 714.12, 714.13, and 714.14.

<sup>29</sup>Iowa Department of Human Services Employees' Manual, Title 4, Vol. 2, Ch. F, "Calculating the Amount of Assistance - Special Needs," pp. 18-23.

<sup>30</sup>Iowa Department of Human Services Employees' Manual, Title 4, Ch. G, "Budgeting for Ongoing Eligibility."

<sup>31</sup>7 C.F.R. § 271.4(a) and (b).

<sup>32</sup>Linda Mount, Division of Economic Assistance, Iowa Department of Human Services, 8/18/00

<sup>33</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. F, "Determining Benefits - Calculating Benefit Level."

<sup>34</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. B, "Filing a Food Stamp Application."

<sup>35</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. B, "Establishing the Certification Period."

<sup>36</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. A, "Participant Use of Benefits."

<sup>37</sup>1998 Iowa Acts ch. 1066 and Iowa Code § 234.12A. Under 1999 Iowa Acts ch. 203, § 5(1)d, the target date for statewide implementation of EBT is October 1, 2002.

<sup>38</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. A, "Participant Use of Benefits."

<sup>39</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. C, "Household Composition."

<sup>40</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. F, "Calculating Net Income."

<sup>41</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. F, "Gross Income Limit" and "Net Income Limit."

<sup>42</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. D, "Resource Limits."

<sup>43</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. D, "Licensed Motor Vehicles."

<sup>44</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. C, "Work Requirements for Mandatory Work Registrants."

<sup>45</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. F, "Prospective Budgeting" and "Retrospective Budgeting."

<sup>46</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. F, "Determining Benefits - Calculating Benefit Level."

<sup>47</sup>Iowa Code § 234.13.

<sup>48</sup>Iowa Code §§ 714.8, 714.9-714.11, 714.12, 714.13, and 714.14.

<sup>49</sup>Iowa Department of Human Services Employees' Manual, Title 7, Ch. J, "Penalties for Intentional Program Violation."

<sup>50</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Ch. L, "Disaster Food Stamp Assistance."

<sup>51</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Appendix S, "Commodity Supplemental Food Program."

<sup>52</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Appendix T, "Institutional Food Program."

<sup>53</sup>Iowa Department of Human Services Employees' Manual, Title 7, Vol. 4, Appendix U, "Federal Surplus Food Program."



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IOWA ADMINISTRATIVE CODE

\*\*\* THIS DOCUMENT IS CURRENT THROUGH THE JULY 18, 2007 SUPPLEMENT \*\*\*

HUMAN SERVICES DEPARTMENT[441]  
TITLE VII: FOOD PROGRAMS  
CHAPTER 65: FOOD ASSISTANCE PROGRAM ADMINISTRATION  
DIVISION I

*441 IAC 65.30(234) (2007)*

441-65.30(234) Resources.

65.30(1) Jointly held resources. When property is jointly held it shall be assumed that each person owns an equal share unless the intent of the persons holding the property can be otherwise established.

65.30(2) Limit for households with a disabled person. The resource limit for a household that includes a disabled person is \$ 3000.

65.30(3) Resources of SSI and FIP household members. Notwithstanding anything to the contrary in these rules or in federal regulations, all resources of SSI or FIP recipients are excluded. For food assistance purposes, those members' resources, if identified, cannot be included when a household's total resources are calculated.

65.30(4) Earned income tax credits. Notwithstanding anything to the contrary in these rules or in federal regulations, earned income tax credits (EITC) shall be excluded from consideration as a resource for 12 months from the date of receipt if:

- a. The person receiving the EITC was participating in the food assistance program at the time the credits were received; and
- b. The person participated in the program continuously during the 12-month period.

65.30(5) Student income. Exclude from resources any income excluded by subrule 65.29(6).

65.30(6) Motor vehicles. One motor vehicle per household shall be excluded without regard to its value. The value of remaining motor vehicles shall be determined using federal regulations at 7 *CFR* 273.8, as amended to April 29, 2003.