

**441—13.5(234,239B,249A,514I) Review procedure.** The department will select the appropriate method of conducting the review. Review procedures may include, but are not limited to, the following:

**13.5(1)** A random sampling of active and negative case actions shall be used to determine the case records to be studied.

**13.5(2)** The case record shall be analyzed for discrepancies and correct application of policies and procedures and shall be used as the basis for a field investigation.

**13.5(3)** Client interviews shall be required as follows:

- a.* Personal interviews are required on all active food assistance reviews.
- b.* An appointment letter may be sent to the client on department letterhead to schedule or confirm the appointment date, time and location.
- c.* Client contacts are only required in negative case reviews when there is a discrepancy that cannot be resolved from the case record.

**13.5(4)** Collateral contacts are made whenever the client is unable to furnish information needed or the reviewer needs additional information to establish the correctness of eligibility and payment but only when allowed by federal guidelines. Verification to confirm the accuracy of statements or information may be obtained by documentary evidence or a contact with a third party.

*a.* The client shall be required to release specific information whenever necessary to verify information essential to the determination of eligibility and payment.

*b.* Should the client refuse to authorize the department to contact an informant to verify information that is necessary for the completion of the review, collateral contacts shall still be made through use of the general release statement contained in the financial support application or the review/recertification eligibility document.

This rule is intended to implement Iowa Code sections 234.6, 234.12, 239B.4, 249A.4, and 514I.4.  
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