

441—40.24(239B) Procedure with application.

40.24(1) The decision with respect to eligibility shall be based primarily on information furnished by the applicant.

a. The applicant shall report no later than at the time of the interview any change as defined at 40.27(4) “*e*” that occurs after the application was signed. Any change that occurs after the interview shall be reported by the applicant within five days from the date the change occurred.

b. The local office shall notify the applicant in writing of additional information or verification that is required to establish eligibility for assistance. Failure of the applicant to supply the information or verification, or refusal by the applicant to authorize the local office to secure the information or verification from other sources, shall serve as a basis for denial of assistance.

(1) Five working days shall be considered as a reasonable period for the applicant to supply the required information or verification. The local office shall extend the deadline when the applicant requests an extension because the applicant is making every effort to supply the information or verification but is unable to do so.

(2) “Supply” shall mean the requested information is received by the department by the specified due date. Any time taken beyond the required time frame shall be considered a delay on the part of the applicant.

c. When an individual is added to an existing eligible group, the five-day requirement for reporting changes shall be waived. These individuals and eligible groups shall be subject to the recipient’s ten-day reporting requirement as defined in 40.27(4).

40.24(2) In processing an application, the local office or the designated worker as described in rule 441—40.23(239B) who is in a disproportionate share hospital, federally qualified health center, or other facility in which outstationing activities are provided shall conduct at least one face-to-face interview with the applicant before approval of the initial application for assistance and a face-to-face or telephone interview before approval of any subsequent application for assistance.

a. The worker shall assist the applicant, when requested, in providing information needed to determine eligibility and the amount of assistance.

b. The application process shall include a visit, or visits, to the home of the child and the person with whom the child will live during the time assistance is granted under the following circumstances:

(1) When it is the judgment of the worker or the supervisor that a home visit is required to clarify or verify information pertaining to the eligibility requirements; or

(2) When the applicant requests a home visit for the purpose of completing a pending application.

c. When adding an individual to an existing eligible group, the interview requirement may be waived.

40.24(3) The applicant who is subject to quarterly reporting as described in 40.27(1) shall become responsible for completing Form 470-0454, 470-0455, or 470-3719(S), Public Assistance Eligibility Report, or Form 470-4387, 470-4387(M), or 470-4387(S), Combined PAER/FAIR, after the time of the interview. The report form shall be issued and returned according to the requirements in 40.27(4) “*b.*”

a. Eligibility and benefits for the initial two months of application shall be determined without regard to the return of a report form.

b. Eligibility and the amount of payment for the third month and those following are dependent on the proper return of the report forms.

c. The local office shall explain to the applicant at the time of the interview the applicant’s responsibility to complete and return the report form.

40.24(4) The decision with respect to eligibility shall be based on the applicant’s eligibility or ineligibility on the date the local office enters all eligibility information into the department’s computer system, except as described in 40.24(3). The applicant shall become a recipient on the date the local office enters all eligibility information into the department’s computer system and the computer system determines the applicant is eligible for aid.

This rule is intended to implement Iowa Code sections 239B.4, 239B.5 and 239B.6.