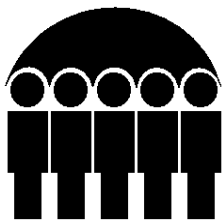


Revised December 24, 2002

Employees' Manual  
Title 12  
Chapter F Appendix

# CHILD DEVELOPMENT HOME REGISTRATION

## Appendix



Iowa  
Department  
of  
Human Services

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**Application for Child Development Home Registration, 470-3384 and 470-3384(S)**

Purpose	The applicant-provider completes the <i>Application for Child Development Home Registration</i> to certify compliance with the minimum requirements.
Source	The English version of this form may be completed on line through the KinderTrack system. It is also printed in pads of 30 forms and may be ordered from Iowa Prison Industries. Supplies of the Spanish version may be printed from sample in the manual.
Completion	<p>The applicant-provider completes the application when:</p> <ul style="list-style-type: none"><li>◆ Applying for a <i>Certificate of Registration</i> for the first time.</li><li>◆ Applying for a renewal.</li></ul> <p>The provider may also use the application form to report any change of circumstances that may affect the registration.</p>
Distribution	The applicant-provider makes a copy of the completed application and sends the original to the local office for processing. Providers who complete the application through KinderTrack may submit the application electronically and print a copy for their records.
Data	<p>After reading all the instructions and the minimum requirements, the applicant provider must:</p> <ul style="list-style-type: none"><li>◆ Mark the applicable box with an X to indicate a new application, or a renewal, or a change.</li><li>◆ Mark the applicable box with an X to indicate what category of registration the person is applying for.</li><li>◆ Enter all applicable information on the form.</li><li>◆ Sign the application and date it. Signature on this application form indicates agreement to comply with all requirements.</li></ul>

**Lead Assessment and Control, Form 470-4755 and 470-4755(S)**

Purpose	Providers operating in facilities built before 1960 use the <i>Lead Assessment and Control</i> form to document the provider’s verification of compliance with 441 IAC 110.5(1)“x.” This rule requires visual assessment for lead hazards and application of interim controls.
Source	The English version of this form may be ordered from Iowa Prison Industries. Print supplies of the Spanish version from the sample in the manual.
Completion	<p>A provider operating in a facility built before 1960 shall complete this form before submitting the initial application. The provider shall submit a <b>new</b> form with every application.</p> <p>The provider shall complete the “interim control table” on page 2 upon each visual assessment and application of interim controls throughout the period of registration. At the time of application, the provider shall complete and sign the first page of the form and submit both pages with the application.</p>
Distribution	<p>Send the form to the provider with the initial and renewal application materials.</p> <p>A provider who operates in a facility built before 1960 must submit the completed form to the Department with the initial application and with each renewal application. Supporting documentation must be attached to the form if a certified lead inspector has determined that the paint hazard is lead-free</p> <p>The Department retains the form in the provider file. The provider may make a copy before submitting the form.</p>
Data	The form records the date of completion of each visual assessment, location and type of hazard, how hazard controlled (or includes documentation that a hazard is not lead-based paint), date of application of interim controls, and name of person completing work.

**Parent Guide to Child Development Home Registration, SS-0702-3 and SS-0702-3(S)**

Purpose	The <i>Parent Guide to Child Development Home Registration</i> gives some explanation about the registration process and parental responsibilities. It also includes information on the requirements for child development home registration.
Source	The English version is printed in single eight-page sets. Order supplies from Iowa Prison Industries in Anamosa. The Spanish version may be printed from the on-line manual.
Completion	The provider gives each parent a copy of the <i>Parent Guide to Child Development Home Registration</i> when a child is enrolled in a registered child development home.
Distribution	When mailing the <i>Certificate of Registration</i> to the child development home provider enclose 12 copies of the <i>Parent Guide to Child Development Home Registration</i> forms.  Furnish additional copies when the provider requests them.

**Certificate of Registration, 470-3498**

Purpose	The <i>Certificate of Registration</i> is issued to an applicant-provider who has certified compliance with the minimum requirements on the <i>Application for Child Development Home Registration</i> .
Source	This form is generated through the KinderTrack System. (Until the system is functional in your area, the form can be completed on line using the template in the Outlook state-approved forms folder.)
Completion	Staff prepare one copy of the <i>Certificate of Registration</i> when the criminal history, child abuse, and Sex Offender Registry checks are returned as having no criminal convictions or founded abuse records, or the record has been evaluated and found not to prohibit registration.
Distribution	Mail the <i>Certificate of Registration</i> to the applicant-provider.  For a <i>Certificate</i> completed on Outlook, attach a seal carrying the expiration date, or for a renewal application, mail only the seal.
Data	The <i>Certificate of Registration</i> contains: <ul style="list-style-type: none"><li>◆ The name of the provider.</li><li>◆ The maximum number of children the provider may care for.</li><li>◆ The address of the child development home.</li><li>◆ The date the certificate is effective, which is the first of the month in which the application is fully completed, signed, and dated.</li><li>◆ The requirements applicable to the category of registration.</li><li>◆ The expiration date. The certificate is valid for 24 months from the beginning date.</li><li>◆ The registration number of the provider.</li><li>◆ The signature of the registration authority.</li></ul>

**Notice of Decision: Services, Form 470-0602 and 470-0602(S)**

Purpose	Child care workers use form 470-0602 to notify an applicant-provider of all approvals, denials, or terminations which affect the provider's child development home registration.
Source	Form 470-0602 and its Spanish translation, 470-0602(S), are available as templates in the state-approved forms folder on Outlook.
Completion	<p>The worker responsible for registration prepares an original and one copy of this notice when:</p> <ul style="list-style-type: none"><li>◆ An application for registration is approved, denied, or withdrawn.</li><li>◆ Registration is renewed.</li><li>◆ The Department has completed an evaluation of a criminal or child abuse record.</li><li>◆ Registration is revoked.</li></ul>
Distribution	<p>Send the original to the applicant-provider and file a copy in the case record. For record check evaluations concluding that the record prohibits registration, also send copies to:</p> <ul style="list-style-type: none"><li>◆ The county attorney.</li><li>◆ The child care program manager in central office.</li></ul>
Data	<p>The top section of the form is self-explanatory. The case number may be omitted for decisions on applications.</p> <p>In the "Explanation of Action" section, select from the text available in the Outlook template. If the action is for revocation, send the notice by certified mail.</p>

**[Checklist for Child Development Home Registration, 470-0625](#)**

Purpose	The <i>Checklist for Child Development Home Registration</i> is used to evaluate a child development home to verify compliance with the minimum requirements for registration.
Supply	This form is printed in single 12-page sets. Order supplies from Iowa Prison Industries at Anamosa.
Completion	<p>Use form 470-0625 when making the visit to verify compliance with minimum requirements.</p> <p>Determine compliance for most requirements by observation and reviewing records. Compliance for a few requirements must be determined through conversation with the provider.</p>
Distribution	Keep the form on file. Send a copy to the provider if the provider requests one.
Data	<p>This form contains all the requirements that a child development home must meet for registration.</p> <p>Before each requirement is a “yes” box and a “no” box. If the child development home meets the requirement, place a check mark in the “yes” box. If the child development home does not meet the requirement, place a check in the “no” box.</p> <p>If a certain requirement does not apply, enter “NA” for “not applicable” in the “yes” box. (For example, a child development home in town may have a city water supply and not a private water supply.)</p> <p>A section is provided for comments on requirements not being met, or on requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p>

**DHS Criminal History Record Check, 595-1396 and 595-1396(S)**

**Purpose** *DHS Criminal History Record Check*, form 595-1396 and its Spanish translation, form 595-1396(S), are used to request a check for criminal records on people aged 14 or over who live or work in a child development home. The Division of Criminal Investigations (DCI) also uses this form to report the results of the check.

**Source** The English version of the form is printed in pads of 50 sets. Order supplies from Iowa Prison Industries at Anamosa. Both the English and Spanish versions of the form may be printed from the on-line manual or photocopied from the sample from the printed manual.

**Completion** Department registration staff initiates this form for each person aged 14 or over working or residing in the child development home:

- ◆ At the time of initial application for registration.
- ◆ Whenever a new person moves into the home.
- ◆ When there is an indication that a person has a criminal record (at license renewal or any other time).
- ◆ At two-year intervals following the initial check.

Obtain the person's signature acknowledging that a criminal record check will be conducted.

**Distribution** Mail the original to the Division of Criminal Investigations at the address listed on the form, or fax a copy to DCI at 515-725-6080. Keep a copy of each form in the originating office until the originals are returned. Destroy the control copy once the original is returned.

The Department of Public Safety returns the forms to the submitting office when the records checks are completed.

When no criminal records are found, place the original forms in the registration file. Make a copy and send it to the registered child development home provider.

Keep forms with a criminal record finding in a separate file. Since this is confidential information, the Department must secure it.

Do not send forms with a criminal record finding to the registered provider. If the provider is the subject of record, the provider will get a *Notice of Decision*. A provider who is not the subject will get a *Notice of Decision* on a household member and a letter for an assistant or substitute.

Data

The form is designed to be used with a window envelope.

Complete the form as follows before submitting:

- ◆ Enter the registration worker's name and work address in the "From:" space. Be sure to enter your complete mailing address.
- ◆ Check "child day care" as the purpose for the request.
- ◆ Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.
- ◆ Both the DHS worker and the person being checked sign the form.

**Request for Child Abuse Information, 470-0643**

Purpose	<p>Form 470-0643 is used:</p> <ul style="list-style-type: none"><li>◆ To request registered child abuse information.</li><li>◆ To verify the identity of the person filing the request.</li><li>◆ To respond to the request for information.</li><li>◆ To record the dissemination of information.</li></ul>
Source	<p>This form is available as a template through the public state-approved forms folder on Outlook.</p>
Completion	<p>Child care staff complete the form when:</p> <ul style="list-style-type: none"><li>◆ A person wishes to become a registered child development home provider.</li><li>◆ A nonregistered provider or relative wishes to receive public funds for child care.</li></ul> <p>The person responsible for registration completes Section I and Section II. Complete additional, separate forms for:</p> <ul style="list-style-type: none"><li>◆ The provider's spouse.</li><li>◆ Other adults living in the home.</li><li>◆ People with access to a child when the child is alone.</li><li>◆ The child care provider's children aged 14 or over.</li></ul> <p>Section III is completed by a subject or mandatory reporter requesting a copy of the written summary.</p> <p>For child development home registration, Section IV is completed by a staff person designated by the service area manager as approved to relay founded child abuse information to authorized requesters.</p>
Distribution	<p>For internal DHS requests for registration record checks, send two copies of the form to the person designated in the service area to do checks and release registered reports. Keep a copy of the form until the original is returned.</p>

If the name is not found on the Registry, the person doing the check returns the forms to you. File the original in the registration file, and discard the rest.

If the name is found on the Registry as the person responsible for a founded incident, the person making the check:

- ◆ Sends a copy to the Registry to record dissemination of the information.
- ◆ Sends a copy to the requester with the result of the check.

Data

Section I identifies the requester and attests that the requester understands the legal provisions for handling child abuse information. Enter the name, phone number, and the address of the office to which the response is to be sent. Sign your name and enter the date.

In Section II, enter the information on the person whose record is being checked.

The person designated to check the Child Abuse Registry completes Section IV of the form to verify the status of the child abuse report, as follows:

- ◆ When there is not a record of founded abuse:  
“The Registry contains only founded child abuse information (Iowa Code 232.71D). There is not a record.”
- ◆ When there is a founded incident:  
“The Registry contains only founded child abuse information (Iowa Code 232.71D). There is a record. (*Add the incident number, date, and county.*) The applicant does not meet the criteria for employment, licensing, registration, or payment under Iowa statute. Submit the record check evaluation on form 470-2310.”

**Record Check Evaluation, 470-2310 and 470-2310(S)**

Purpose	Form 470-2310 collects additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the registration recommendation.
Source	The English version is available as a template through the public state-approved forms folder on Outlook. The Spanish version can be printed from the on-line manual.
Completion	<p>The person with the criminal or child abuse record completes one of these forms for <u>each</u> founded report of child abuse or criminal conviction.</p> <p>The registration worker provides assistance if necessary.</p>
Distribution	<p>Send the form by certified mail to the person on whom the evaluation is to be completed. Maintain the copy on file until the original is returned to the registration worker.</p> <p>The applicant or other person residing in the home completes the form and provides it to the child care worker.</p> <p>One copy of the completed form is needed if no adverse action is recommended on the basis of record check information.</p>
Data	<p>Before mailing the form:</p> <ul style="list-style-type: none"><li>◆ Check the kind of report being evaluated in Section A.</li><li>◆ Enter the address for returning the information in Section B.</li></ul> <p>The person being evaluated checks the response in Section C and completes the questions about the incident and the person's response to it in Section D.</p>

**Record Check Decision, 470-2386 and 470-2386(S)**

Purpose	The DHS evaluation team completes form 470-2386 and the Spanish translation, form 470-2386(S), to summarize any reports of criminal conviction or founded child abuse and to recommend whether the reports merit prohibition of registration.
Source	The English version is available as a template through the public state-approved forms folder on Outlook. The Spanish version can be printed from the on-line manual.
Completion	<p>The DHS evaluation team completes the form any time there is a founded report of child abuse or a record of a criminal conviction. A single form may be completed for more than one criminal conviction or founded child abuse report. In the Summarization of the Evaluation Information (pg 2) be certain that each criteria is explained in detail.</p> <p>Two copies are needed if no adverse action is recommended. Three copies are required if denial or revocation is recommended.</p>
Distribution	Keep one copy in a confidential administrative file in the county office.
Data	<p>Check the kind of reports being evaluated and the evaluation decision.</p> <p>Enter the name and address of the person being evaluated and detail the rationale for the decision.</p> <p>Each person on the evaluation team should sign and date the form.</p>

**Classification of Criminal Offenses, RC-0042**

Purpose Use reference chart RC-0042 as a guide to interpreting records of criminal convictions. The chart lists the particular offenses that are classified in each category.

Source Print the chart from the on-line manual or photocopy it if additional copies are needed.

**Request for Child Care Training Approval, Form 470-4528**

Purpose	Form 470-4528, <i>Request for Child Care Training Approval</i> , is used to document that the source of training is approved by the Department.
Source	The form is available on the Department's web site at: <a href="http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html">http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html</a>
Completion	A training organization that is not on the list of approved providers completes the form when the organization wants to market training to child development home providers.
Distribution	<p>The training organization submits the application to the Department at the address listed on the form along with:</p> <ul style="list-style-type: none"><li>◆ The instructor's resume or curriculum vitae;</li><li>◆ The instructional plan or content outline; and</li><li>◆ The training agreement on page 3 of the form.</li></ul> <p>The Department's decision will be entered on page 2 of the form, and the form will be returned to the training organization within 30 days of submission.</p>
Data	The form identifies the training organization, describes the proposed training, records the decision, and provides the agreement that the training organization must enter into.

**Child Development Home Registration Guidelines, Comm. 143**

Purpose	This handbook contains information and instructions for a person wishing to register a child development home.
Source	Order supplies of this handbook from Iowa Prison Industries in Anamosa.
Completion	Local office staff or child care resource and referral agency staff distribute the handbook and provide basic information to applicant-providers who request an <i>Application for Child Development Home Registration</i> .
Distribution	Give one copy to each applicant-provider along with: <ul style="list-style-type: none"><li>◆ Form 470-3384 or 470-3384(S), <i>Application for Child Development Home Registration</i>.</li><li>◆ Form 595-1396 or 595-1396(S), <i>DHS Criminal History Record Check (Form B)</i>.</li><li>◆ Form 470-4755 or 470-4755(S), <i>Lead Assessment and Control</i>.</li></ul>
Data	The handbook contains: <ul style="list-style-type: none"><li>◆ The minimum requirements for registration in each category.</li><li>◆ Practice recommendations.</li><li>◆ An explanation of the use of the <i>Parent Guide to Child Development Home Registration</i>.</li></ul>



September 2, 1997

**GENERAL LETTER NO. 12-F-AP-19**

ISSUED BY: Bureau of Individual and Family Support,  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, *Family Day-Care Home Registration Appendix*, Title page, revised; Contents (page 1), revised; pages 1 through 9, revised; pages 10, 11, and 12, new; and the following forms:

SS-1202-3 *Certificate of Registration*, revised  
470-0625 *Checklist for Day Care Home Registration*, new  
595-1396 *DHS Criminal History Record Check*, new  
SS-1606-0 *Request for Child Abuse Information*, revised  
470-2310 *Record Check Evaluation*, new  
470-2386 *Record Check Decision*, new

**Summary**

The 1997 Iowa Legislature enacted legislation (Senate File 541) which adds a third type of registered child day-care home. Added to the previous family and group day-care home registrations, there now is group day-care home—joint registration. Because of this additional category of registered child care, the registration checklist has been updated. There is now one checklist for all three types of registered day-care homes.

The *Checklist for Day Care Home Registration*, form 470-0625, replaces the *Registration Evaluation Checklist*, form SS-1210-3. The new form is divided into three sections:

- ◆ Only the first section is used for family day-care homes.
- ◆ The first and second sections are used for group day-care homes.
- ◆ The first, second, and third sections are used for group day-care homes—joint registration

The revised *DHS Criminal History Record Check* from the Division of Criminal Investigation announced in Manual Letter No. XII-Zero-2 in August 1996 is incorporated into the manual.

The *Request for Child Abuse Information* is revised to add more information about past residences and names of the person requesting information (for use by the subject of a report and to eliminate the section verifying identity of the requester. Instructions for requesting corrections of a report are added on page 2.

The *Record Check Evaluation* and *Record Check Decision* forms are added to this Appendix.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove from Employees' Manual, Title 12, Chapter F, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Title page	October 12, 1976
Contents (page 1)	September 20, 1983
1	July 18, 1978
2	September 20, 1983
3, 4	October 12, 1976
SS-1202-3	4/88
5	May 6, 1980
6	April 6, 1982
SS-1206-3	6/87
SS-2203	7/87
7, 8, 9	June 20, 1989
SS-1606-0	8/84

**Additional Information**

*Checklist for Day Care Home Registration*, form 470-0625, will be available from Anamosa. Until you receive the revised version, please copy the attached form. A blanket mailing will be distributed to counties when the forms are printed. All of the other forms are currently available from Anamosa.

Refer any questions to your regional child-care specialist.



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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

March 23, 1999

## GENERAL LETTER NO. 12-F-AP-20

ISSUED BY: Bureau of Individual and Family Support,  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, *Family Day-Care Home Registration Appendix*, Contents (page 1), revised; pages 1 through 5, 9, and 10, revised; and the following forms:

Comm. 143 *Child Care Registration Guidelines*, new  
470-3384 *Application for Child Care Home Registration*, new  
SS-0702-0 *Parent Guide to Child Care Home Registration*, revised  
470-3498 *Certificate of Registration*, new  
SS-1606 *Request for Child Abuse Information (470-0643)*, revised

### Summary

This letter transmits Comm. 143, *Child Care Registration Guidelines*, which replaces SS-0701-3, *Family Day Care Home Information Packet*, and SS-1208-3, *Group Day Care Home Information Packet*. Comm. 143 contains information and instructions to a person wishing to register any type of child care home.

Form 470-3384, *Application for Child Care Home Registration*, replaces form SS-1105-3, *Application for Family Day Care Home Registration*, and form SS-1115-3, *Application for Group Day Care Home Registration*. This form is completed by the applicant-providers for all types of registered child care to certify compliance with the minimum requirements.

Form SS-0702-3, *Letter to Parent*, has been revised to cover all levels of registered child care and re-titled as *Parent Guide to Child Care Home Registration*. It also replaces form SS-1725-0, *Letter to Parent* (for group day care). Providers give this *Guide* to the parents of children in registered child care. It offers some explanation about the registration process, and requirements, and parental responsibilities.

Form 470-3498, *Certificate of Registration*, is revised to allow it to be issued to applicant-providers who have certified compliance with the minimum requirements for any type of child-care home. It replaces forms SS-1209-3, *Group Day Care Home Certificate of Registration*, and 470-3405, *Group Day Care Home--Joint Registration Certificate of Registration*.

This letter also transmits a revised form SS-1606, *Request for Child Abuse Information*, which is the form used to request a record check on an individual or to request the actual report. This form is has been revised to clarify the type of information being requested by a person or agency. The county offices or the Central Abuse Registry continue to determine authorized access and necessary information to be released.

**Effective Date**

Revisions to forms 470-3384, SS-0702-0, and 470-3498 were effective in June 1998. Comm. 143 was initially published in August 1998, and was revised in November 1998. Revisions to SS-1606-0 were effective in December 1998.

**Material Superseded**

Remove from Employees' Manual, Title 12, Chapter F, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 2, 1997
SS-0701-3	12/88
1-5	September 2, 1997
SS-1105-3	12/88
SS-0702-3	6/87
SS-1202-3	11/90
SS-1606-0	7/97
9-10	September 2, 1997

**Additional Information**

Both forms 470-3498, *Certificate of Registration*, and SS-1606 (470-0643), *Request for Child Abuse Information*, are available on Exchange as templates in the State-approved forms, services folder, for use by Department staff.

Initial supplies of SS-1606-0, 470-3384, SS-0702-0, and Comm. 143 have been mailed to each office. Destroy all supplies of previous versions of SS-1606-0. Order additional supplies of these forms from Anamosa in the usual manner.

Refer questions about this general letter to your regional administrator.



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

May 11, 1999

## GENERAL LETTER NO. 12-F-AP-21

ISSUED BY: Bureau of Individual and Family Support,  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, *Child Care Home Registration Appendix*, Title page, revised; Contents (page 1), revised; pages 1 through 12, revised; pages 13 through 15, new; and the following forms:

SS-1104-0 *Notice of Decision: Services*, new.  
470-3416 *Checklist for Retroactive Review*, new.  
RC-0042 *Classification of Criminal Offenses*, new.

### Summary

This letter changes the title of 12-F-Appendix, from *Family Day-Care Home Registration*, to *Child Care Home Registration*, reflecting the combined chapter for family and group child care home registration procedures.

Forms 470-3416, *Checklist for Retroactive Review*, SS-1104-0, *Notice of Decision: Services*, and reference chart RC-0042 are added for reference.

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	September 2, 1997
Contents (page 1)	March 23, 1999
1-5	March 23, 1999
6-8	September 2, 1997
9-10	March 23, 1999
11-12	September 2, 1997

**Additional Information**

Form SS-1104-0 (470-0602) is available as a template on the state approved forms folder on Outlook.

Refer questions about this general letter to your regional administrator.



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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

April 4, 2000

## GENERAL LETTER NO. 12-F-AP-22

ISSUED BY: Bureau of Family and Community Support  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, *Child Care Home Registration Appendix*, Contents (page 1), revised; pages 2, 3, 4, 7, and 8, revised; pages 16 through 20, new; and the following forms:

470-3384(S)	<i>Application for Child Care Home Registration (Spanish), new</i>
SS-0702-3(S)	<i>Parent Guide to Child Care Home Registration (Spanish), new</i>
595-1396(S)	<i>DHS Criminal History Record Check (Spanish), new</i>
470-3386	<i>Application for Four-Level Child Care Home Registration, new</i>
Comm. 174	<i>Four-Level Child-Care Home Registration Guidelines, new</i>
470-3387	<i>Child Care Home – Level Certificate of Registration, new</i>
RC-0058	<i>Parent Guide to 4-Level Child-Care Home Registration, new</i>
470-3424	<i>Checklist for Child-Care Home Registration (Pilot), new</i>

### Summary

This letter transmits translations of the following existing forms into the Spanish language:

- ◆ Use new application form 470-3384(S), *Application for Child Care Home Registration*, when a Spanish-speaking person wishes to apply for registration as a child-care home. Follow instructions for the English version, 470-3384, for the Spanish version as well.
- ◆ Distribute new form SS-0702-3(S), *Parent Guide to Child Care Home Registration*, to registered providers who are Spanish-speaking and to other providers who may serve Spanish-speaking families. Follow instructions for the English version, SS-0702-3, for the Spanish version as well.
- ◆ Use new form 595-1396(S) *DHS Criminal History Record Check (Form B)*, when a Spanish-speaking person wishes to apply for registration as a child-care home. Follow instructions for the English version, 595-1396, for the Spanish version as well.

The letter also transmits forms used in the four-level registration pilot. The following counties are participating in the pilot: Black Hawk, Delaware, Madison, Mahaska, Osceola, Scott, Shelby, Wapello, and Warren.

Comm. 174 contains the registration guidelines for four-level registered child-care homes (comparable to Comm. 143 for nonpilot counties). Send this booklet to every applicant for child-care home registration in the pilot counties.

The RC-0058 is a pamphlet regarding requirements for four-level child-care homes (comparable to SS-0702-3 in the nonpilot counties). Send 12 copies of this pamphlet to the provider when mailing the four-level child-care home registration certificate.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 12, Chapter F, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 11, 1999
2, 3, 4, 7, 8	May 11, 1999

**Additional Information**

Initial supplies of forms 470-3384(S), SS-0702-3(S), and 595-1396(S) are being sent to county offices. Order additional supplies from Anamosa as needed.

An initial supply of RC-0058, *Parent Guide to 4-Level Child-Care home Registration*, is being sent to the pilot counties. Pilot counties can order additional supplies of this pamphlet supplies from Anamosa as needed.

Supplies of form 470-3386, *Application for Four-Level Child-Care Home Registration*, and Comm. 174, *Four-Level Child-Care Home Registration Guidelines*, are being issued to the regional offices for distribution to the pilot counties. Counties should obtain additional supplies from the regional offices as needed.

Form 470-3387, *Child Care Home – Level Certificate of Registration*, is available as a template on Outlook. No supplies are being printed.

Order supplies of form 470-3424, *Checklist for Child-Care Home Registration (Pilot)*, as well as additional supplies of 470-3386 and Comm. 174, from the child care program manager in the Division of Adult, Children, and Family Services.

Comm. 174 was printed separately. A copy of these guidelines should arrive in the same mailing as this letter. If it is missing, contact DHS Supply in central office. Copies of the *Guidelines* have been mailed to certified providers in the pilot counties. For additional copies, contact your regional office.

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

December 24, 2002

## GENERAL LETTER NO. 12-F-AP-23

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children.

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 15, revised; and the following forms:

Comm. 143	<i>Child Development Home Registration Guidelines</i> , revised
470-3384	<i>Application for Child Development Home Registration</i> , revised
SS-0702-3	<i>Parent Guide to Child Development Home Registration</i> , revised
470-3498	<i>Certificate of Registration</i> , revised
470-0625	<i>Checklist for Child Development Home Registration</i> , revised
470-0643	<i>Request for Child Abuse Information</i> , revised
470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation</i> , new
470-2386	<i>Record Check Decision</i> , revised
470-2386(S)	<i>Record Check Decision</i> , new

### Summary

The chapter is revised to:

- ◆ Issue revised forms to reflect the new child development home standards.
- ◆ Obsolete forms associated with the four level child care home registration program.
- ◆ Change the chapter name and form numbers and instructions to reflect the Department's current numbering system for forms and current organizational structure.

### Effective Date

December 1, 2002

## Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	May 11, 1999
Contents (page 1)	April 4, 2000
Comm. 143	November 1998
1	May 11, 1999
2-4	April 4, 2000
470-3384	6/98
470-3384(S)	5/99
SS-0702-3	5/98
SS-0702-3(S)	5/99
470-3498	6/98
5, 6	May 11, 1999
470-0625	7/97
7, 8	April 4, 2000
SS-1606-0	10/98
9-15	May 11, 1999
470-2310	3/97
470-2386	2/88
16-20	April 4, 2000
470-3386	2/00
Comm. 174	2/00
470-3387	3/00
RC-0058	2/00
470-3424	10/97

**Note:** This is not the entire appendix. Be sure not to throw away samples of the forms that have not been revised.

## Additional Information

After December 13, 2002, any orders for the following will be filled with the revised versions.

- ◆ Comm 143, *Child Care Registration Guidelines*
- ◆ 470-3384, *Application for Child Care Home Registration*
- ◆ SS-0702-3, *Parent Guide to Child Care Home Registration*
- ◆ 470-0625, *Checklist for Day Care Home Registration*

Send individuals who request information about child development home registration the revised Comm. 143. Send currently registered providers the revised Comm. 143 with their renewal information.

You may wish to keep remaining supplies of previous versions of Comm. 143, forms SS-0702-3 and 470-0625, and the following forms applicable to the four-level pilot for use during the transition period:

- ◆ Comm 174, *Four-Level Child-Care Home Registration Guidelines*
- ◆ RC-0058, *Parent Guide to 4-Level Child Care Home Registration*
- ◆ 470-3424, *Checklist for Child Care Home Registration (Pilot)*

Destroy remaining supplies of forms 470-3384, *Application for Child Care Home Registration*, and 470-3386, *Application for Four-Level Child Care Home Registration*.

Templates for the previous version of form 470-3498, *Certificate of Registration*, and form 470-3387, *Child Care Home – Level Certificate of Registration*, will remain available on Outlook during the interim period for use on applications that were filed before December 1, 2002.

There will not be a Spanish translation of the following forms until further notice:

- ◆ 470-3384, *Application for Child Development Home Registration*
- ◆ SS-0702-3, *Parent Guide to Child Development Home Registration*

Refer questions about this general letter to your service area manager.



April 1, 2003

**GENERAL LETTER NO. 12-F-AP-24**

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 2 and 3, revised; and the following forms:

- Comm. 143      *Child Development Home Registration Guidelines*, revised
- 470-3384(S)    *Application for Child Development Home Registration (Spanish)*, new
- SS-0702-3(S)   *Parent Guide to Child Development Home Registration (Spanish)*, new

**Summary**

Comm. 143 has been revised to include a copy of 470-0625, *Checklist for Child Development Home Registration*.

Spanish translations of the *Application for Child Development Home Registration* and *Parent Guide to Child Development Home Registration* have been added to this appendix. These forms are available by printing them from the on-line manual.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 24, 2002
Comm. 143	10/02
2, 3	December 24, 2002

**Additional Information**

Use up existing supplies of Comm. 143 before reordering from Anamosa in the usual manner. Refer questions about this general letter to your service area manager.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

June 15, 2004

## GENERAL LETTER NO. 12-F-AP-25

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, pages 3 and 11, revised; and the following revised forms:

Comm. 143 *Child Development Home Registration Guidelines*  
SS-0702-3 *Parent Guide to Child Development Home Registration*  
SS-0702-3(S) *Parent Guide to Child Development Home Registration*  
(Spanish)  
470-0602 *Notice of Decision: Services*  
470-0625 *Checklist for Child Development Home Registration*  
470-2310 *Record Check Evaluation*  
470-2310(S) *Record Check Evaluation (Spanish)*  
470-2386 *Record Check Decision*  
470-2386(S) *Record Check Decision (Spanish)*

### Summary

This letter updates forms in the appendix to reflect the following changes:

- ◆ Update of Comm. 143, *Child Development Home Registration Guidelines*, to:
  - Implement changes made in Iowa Code Chapter 237A. Certain people are now prohibited from involvement with child care based on criminal convictions or founded child abuse reports. The prohibitions may be absolute or time-limited, based on the type of conviction or founded abuse.
  - Clarify training requirements.
  - Add a sample "Child Injury/Incident Report" to the sample forms section.
- ◆ Revision of the following to implement changes made in the Iowa Code Chapter 237A:
  - SS-0702-3, *Parent Guide to Child Development Home Registration*
  - SS-0702-3(S), *Parent Guide to Child Development Home Registration (Spanish)*
- ◆ Update of the source information for form SS-0702-3, *Parent Guide to Child Development Home Registration*, to reflect that it is printed in sets of eight pages.
- ◆ Revision of form 470-0602, *Notice of Decision: Services*, to indicate that a copy of the form should be sent to a provider, if applicable.

- ◆ Revision of form 470-0625, *Checklist for Child Development Home Registration*, to add a place for the provider and co-provider to sign and date the form. Also, references to other forms were updated to reflect the current form numbers.
- ◆ Revision of form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S) and instructions, to:
  - Add a space to specify what a background check has revealed if it is not a founded child abuse report placed on the Child Abuse Registry, a founded dependent adult abuse report, or a criminal conviction.
  - Add the term “transgression” to the form.
  - Update the source information to reflect that printed supplies are no longer available to order from Anamosa.
- ◆ Revision of form 470-2386, *Record Check Decision*, and its Spanish translation, form 470-2386(S), to:
  - Add a space to specify what a background check has revealed if it is not a founded child abuse report placed on the Child Abuse Registry, a founded dependent adult abuse report, or a criminal conviction.
  - Add the term “transgression” to the form.

### **Effective Date**

Changes in Comm. 143 were effective January 1, 2004.  
All other changes were made in the summer of 2003 or earlier.

### **Material Superseded**

Remove the following pages from Employees’ Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 143	February 2003
SS-0702-3	12/02
SS-0702-3(S)	12/02
3	April 1, 2003
470-0602 (before p. 5)	2/99
470-0625 (after p. 6)	12/02
470-2310	8/02
470-2310(S)	8/02
11	December 24, 2002
470-2386	3/00
470-2386(S)	3/00

### **Additional Information**

Refer questions about this general letter to your service area manager.



Effective Date

August 1, 2007

**Material Superseded**

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	April 1, 2003
1	December 24, 2002
2	April 1, 2003
470-3384	12/02
470-3384(S)	12/02
470-0602	8/00
5	December 24, 2002
595-1396	8/96
595-1396(S)	8/96
7, 8	December 24, 2002
470-0643	12/02
470-3416	8/97
9, 10, 13-15	December 24, 2002

**Additional Information**

Use up existing supplies of form 470-3384, *Application for Child Development Home Registration*, before reordering from Anamosa in the usual manner.

Destroy existing supplies of form 470-0602, *Notice of Decision: Services*. No further supplies will be printed. This form is available as a template in Outlook.

Destroy existing supplies of forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as they are outdated. Reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner. The Spanish version will no longer be printed. Print supplies from the online manual or photocopy it from the paper manual.

Destroy existing supplies of form 470-3416, *Checklist for Retroactive Review*, as the form is no longer needed.

Refer questions about this general letter to Tracey Parker or Janice Von Arb at the Field Office Support Unit Service Help Desk. The toll free number is 1-866-347-7782, extension 3 and 9, respectively.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

July 10, 2009

## GENERAL LETTER NO. 12-F-AP-27

ISSUED BY: Bureau of Child Care and Community Services  
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; page 12, revised; and page 14, new, and the following forms:

- 470-0625      *Checklist for Child Development Home Registration*, revised
- 470-4528      *Request for Child Care Training Approval*, new

### Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update form 470-0625, *Checklist for Child Development Home Registration*, to include 2008 Iowa Code changes regarding location of child development homes, lead inspections, and smoking and to align language in several areas with 441Iowa Administrative Code Chapter 110.
- ◆ Add form 470-4528, *Request for Child Care Training Approval*, an approval form to be submitted to Central Office for approval of training provided by an unapproved training organization.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents	October 12, 2007
470-0625 (after p. 6)	8/03
12	December 24, 2002

**Additional Information**

Destroy existing supplies of form 470-0625. Reorder the revised form from Iowa Prison Industries at Anamosa in the usual manner.

Refer questions about this general letter to Janice Von Arb via email or 515-281-6086 at the Field Office Support Unit Service Help Desk.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

October 23, 2009

## GENERAL LETTER NO. 12-F-AP-28

ISSUED BY: Bureau of Child Care and Community Services  
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 1, 2, 4, and 6, revised; page 15, new; and the following forms:

470-3384      *Application for Child Development Home Registration*, revised  
470-3384(S)   *Application for Child Development Home Registration* (Spanish),  
revised  
470-4755      *Lead Assessment and Control*, new  
470-4755(S)   *Lead Assessment and Control* (Spanish), new  
SS-0702-3     *Parent Guide to Child Development Home Registration*, revised  
SS-0702-3(S) *Parent Guide to Child Development Home Registration*  
(Spanish), revised  
Comm. 143    *Child Development Home Registration Guidelines*, revised

### Summary

Forms 470-3384 and 470-3384(S), *Application for Child Development Home Registration*, have been revised to include:

- ◆ The provision that a child development home must be located in a single-family residence that is owned, rented, or leased by the person who is named on the child development home's certificate of registration or, for dual registrations, by at least one of those persons.
- ◆ The provision established in 441 IAC 110.5(1)“x” requiring child development home providers with facilities built before 1960 to assess and control lead hazards or to provide verification to the Department that the paint is not lead-based. The provider is instructed to submit form 470-4755 or 470-4755(S), *Lead Assessment and Control*, to the Department with the application materials.
- ◆ Directions to indicate that the application may be submitted electronically through KinderTrack and that the provider is responsible for making a copy of the completed application if desired. The application will no longer be printed in carbonized sets. Providers must make their own copies for their records.

New forms 470-4755 and 470-4755(S), *Lead Assessment and Control*, are added. Child development home providers operating out of a facility built before 1960 must complete and submit this form with initial applications and with each renewal application. This requirement takes effect:

- ◆ For **new** applications for an effective date on or after December 1, 2009.
- ◆ For **renewal** applications for an effective date on or after July 1, 2010. Providers that have a valid registration on November 1, 2009, have until June 30, 2010, to complete visual inspection and implement interim controls.

The *Parent Guide to Child Development Home Registration*, SS-0702-3 and SS-0702-3(S), have been revised to include requirements on smoking, single-family residence, lead hazards, Category C qualifications, and DHS inspection frequency.

The *Child Development Home Registration Guidelines*, Comm. 143, has been revised to reflect:

- ◆ Non-smoking requirements.

Smoking and the use of tobacco products are prohibited at all times in the home and in every vehicle used to transport children receiving care in the home. Smoking and the use of tobacco products are prohibited in the outdoor play area during the hours of operation.

Nonsmoking signs shall be posted at every entrance of the home and in every vehicle used to transport children. The signs shall include the telephone number for reporting complaints, 1-888-944-2247, and the web address for the Iowa Department of Public Health's Smoke free Air Act site: [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

- ◆ Single-family residency requirements:

A child development home must be located in a single-family residence that is owned, rented, or leased by the person or, for dual registrations, at least one of the persons who is named on the child development home's certificate of registration.

A "single-family residence" includes an apartment, condominium, townhouse, or other individual unit within a multiple unit residential dwelling, but does not include a commercial or industrial building that is primarily used for purposes other than a residence.

- ◆ Lead hazard requirements:

A provider operating in a facility built before 1960 shall assess and control lead hazards before being issued an initial child development home registration or a renewal of the registration. To comply with this requirement, the provider shall:

- Conduct a visual assessment of the facility for lead hazards that exist in the form of peeling or chipping paint;
- Apply interim controls on any chipping or peeling paint found, using lead-safe work methods as defined by the Department of Public Health, unless a certified inspector determines that the paint is not lead-based paint; and

- Submit Form 470-4755, *Lead Assessment and Control*, as verification of the visual assessment and completion of interim controls, if necessary.
- ◆ Current training requirements changes related to approval for training.
- ◆ Clarification of Category C provider and co-provider requirements. One provider who is at least 21 years old, has a high school diploma or GED, and meets one of the following qualifications must always be present:
  - Has five years experience as a registered or non-registered child care home provider.
  - Has a child development associate credential or a two-year or four-year college degree in a child care-related field AND four years of experience as a registered or non-registered child care home provider.

The co-provider shall meet the Category B provider qualifications.

- ◆ Deletion of the sentence, “Have another dependable adult, such as a near-by neighbor, available in case of emergency when a staff assistant is not present.” All substitutes must be pre-approved by DHS.
- ◆ The requirement that provider must check with appropriate authorities to see how local, state, and federal laws apply to them.
- ◆ The requirement that DHS shall increase in the number of child development homes inspected annually. Starting July 1, 2013, and thereafter, the annual target percentage of child development homes that DHS must seek to inspect is 100%
- ◆ Updated versions of Department forms, including the:
  - 470-0625, *Checklist for Child Development Home Registration*
  - 470-3384 *Application for Child Development Home Registration*
  - 470-4755 *Lead Assessment and Control* (new, see above)
  - SS-0702-3, *Parent Guide to Child Development Home Registration*
- ◆ Updates to the Child and Adult Care Food Program documents in the “Nutrition and Sanitation” section, including:
  - “Infant Meal Pattern Requirements” replaced with 2/2009 version.
  - “Foods for Children Ages 1 to 12” replaced with 1/2009 version “CACFP Meals for Children 1-12 Years.”
  - Addition of CACFP “Handy Guide to Creditable Foods,” revised 3/2009

Form instructions have been revised to reflect the availability of forms through the KinderTrack system.

### **Effective Date**

November 1, 2009

## Material Superseded

This material takes the place of the following pages from Employees' Manual, Title 12, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 10, 2009
1, 2	October 12, 2007
470-3384	8/07
470-3384(S)	8/07
SS-0702-3	7/03
SS-0702-3(S)	7/03
4, 6	December 24, 2002
Comm. 143, Title page, Contents (pages i and ii), and pages 1-105	January 2004

## Additional Information

Destroy existing supplies of 470-3384 and 470-3384(S) *Application for Child Development Home Registration*. The English version of the form should be available through KinderTrack for a provider's use. You may also reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner.

The English version of Form 470-4755, *Lead Assessment and Control*, may be ordered from Iowa Prison Industries at Anamosa. If you need to issue the form before the printed supplies are available, you may print supplies from the sample in the manual. Print copies of the Spanish version from the sample in the manual.

Destroy existing supplies of SS-0702-3, *Parent Guide to Child Development Home Registration*. Reorder the publication from Iowa Prison Industries at Anamosa in the usual manner. If you need to issue the application before the printed supplies are available, you may print supplies from the sample in the manual. Print copies of SS-0702-3(S) from the sample in the manual.

Destroy existing supplies of Comm. 143, *Child Development Home Registration Guidelines*. Reorder the publication from Iowa Prison Industries at Anamosa in the usual manner. If you need to issue the handbook before the printed supplies are available, you may print copies from the sample in the manual.

Refer questions about this general letter to Janice Von Arb via E-mail or by phone 515-281-6086 at the Field Office Support Unit Service Help Desk.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

December 4, 2009

## GENERAL LETTER NO. 12-F-AP-29

ISSUED BY: Bureau of Child Care and Community Services  
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Comm. 143, *Child Development Home Registration Guidelines*, revised.

### Summary

The chart "Determining Allowable Number of Children in Care" is being updated to accurately reflect the number of children allowed for Category A and B homes in the row labeled, "Total children under school age, including those under 24 months." The correct number for both categories of homes is "6."

### Effective Date

Immediately

### Material Superseded

This material takes the place of the following pages from Employees' Manual, Title 12, Chapter F." Appendix:

<u>Page</u>	<u>Date</u>
Comm. 143 28	October 2009

### Additional Information

Refer questions about this general letter to Janice Von Arb via E-mail or by phone 515-281-6086 at the Field Office Support Unit Service Help Desk.