



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

August 21, 2009

GENERAL LETTER NO. 1-D-AP-2

ISSUED BY: Bureau of Human Resources, Division of Results Based Accountability

SUBJECT: Employees' Manual, Title 1, Chapter D, Appendix, *NONDISCRIMINATION APPENDIX*, obsolete.

Summary

This appendix is now obsolete. Form 470-0118, *Discrimination Complaint*, is no longer used. Persons wishing to file a discrimination complaint with the Department may do it by:

- ◆ Sending an E-mail to stopit@dhs.state.ia.us, or
- ◆ Sending a letter to:
DHS Diversity Program Unit
Results-Based Accountability Division, Bureau of Human Resources
1305 E. Walnut St., 1st Floor SE
Des Moines, Iowa 50319-0114

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter D, Appendix, from Employees' Manual, Title 1, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title (page)	November 11, 1990
Contents	December 11, 1990
Sample Form 470-0118	5/90
1	December 11, 1990

Additional Information

Destroy any remaining supplies of form 470-0118, *Discrimination Complaint*. Refer questions about this general letter to the Bureau of Human Resources, Division of Results Based Accountability.