

COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA

To: County Social Services Board Members

From: Mary McKinnell

Date: October 27, 2021

Re: County Social Services Board Meeting

Date: Wednesday, October 27, 2021

Time: 10:00 A.M.

Place: **County Social Services-Waterloo, IA. Pinecrest Building, 1407 Independence Ave, Waterloo IA. 4th Floor training room. Board members are encouraged to attend in person. If unable to attend in person, please join us via the GoTo Meeting link below.**

CSS Governing Board Meeting

Wed, Oct 27, 2021 10:00 AM - 12:00 PM (CDT)

Please join my meeting from Google Chrome on your computer.

<https://global.gotomeeting.com/join/169988101>

CSS October 2021 Board Meeting Agenda :

1. Call County Social Services Board Meeting to order.
2. Approve today's agenda and the minutes of September 22, 2021. Discussion/Action.
3. Adult Services Provider Representative, Brittney Montross. Feedback.
4. Consumer Representative, Eric Donat. Feedback.
5. Reminder of Annual Stakeholder Meeting on Wednesday, November 17th. In person in the 2nd floor Chapel of the Pinecrest Building in Waterloo. Discussion.

Human Resources

6. Employee Satisfaction Survey. Discussion.

Programs

7. Intensive Residential Service Home (IRSH) progress update. Inspiring Lives is working through rates with the MCOs. Discussion.
8. NIRS service expansion update. Discussion.
9. Butler County office space. Pathways would like to partner with CSS to acquire a new space. Discussion.
10. ISTART. Elevate removed ISTART from their SAMSHA grant and have not been able to bill MCOs for ISTART services. Elevate is anticipating grants to cover ISTART beginning in April 2022. Discussion/Action.
11. Justice Involved Services Summit on November 2nd and November 9th. Lunch will be provided to the participants. Discussion/Action.
12. Request from Black Hawk-Grundy Mental Health Center to match a grant \$5000 towards assistance with client moving costs. Discussion/Action.

Organization

13. Financial report and claims for September of 2021. Discussion/Action.
14. Review and action on Exceptions to Policy.
15. CSS has paid the ICOSA dues for this fiscal year but counties will be responsible for the dues next fiscal year. Historically, the payment has alternated between counties and the region. Dues have not been collected the past several years.
Discussion/Action.
16. CSS needs to have an Actuarial review of our plan (509A certification) for FY2021. Insurance Strategies Consulting, LLC out of Des Moines will perform this review for a fee of \$500. Discussion/Action.
17. Review and action to authorize the Chair to sign provider agreements and/or rate requests with:
 - CHOICE Employment Services LLC
 - Exceptional Persons, Inc-letter of support for 5-bed waiver site in Waterloo
 - MOU CICS wants us to sign for youth crisis stabilization at Youth & Shelter Services in Mason
 - Everlasting Home Healthcare for 15-min SCL
18. Adjourn; next meeting will be Wednesday, December 1st at the Pinecrest Building in Waterloo.

SEPTEMBER 2021 COUNTY SOCIAL SERVICES BOARD MINUTES

The September 2021 County Social Services Board Meeting was held in Black Hawk County at the CSS office on Wednesday, September 22, 2021, 10:00 am and via GoTo Meeting.

Board Members Present: Craig White, Black Hawk, Jacob Hackman, Chickasaw, Sharon Keehner, Clayton, Heidi Nederhoff, Grundy, Pat Murray, Howard, Larry Vest, Tama, Eric Donat, Adult System Consumer Rep, CSS CEO Mary McKinnell. Via GoTo Meeting: Greg Barnett, Butler, Jeanine Tellin, Fayette, Roy Schwickerath, Floyd, Mark Hendrickson, Mitchell, Brittney Montross, Adult System Provider Rep, June Klein-Bacon, Children's System Parent Rep.

Absent: Larry Schellhammer, Allamakee, Gary Rustad, Winneshiek, Kristi Aschenbrenner, Children's Education System Rep, Katie Wahl, Children's System Provider Rep.

1. Chair White called County Social Services Board Meeting to order.
2. Motion by Hackman, Chickasaw, second by Murray, Howard, to approve today's agenda and the minutes from July 28, 2021. Motion carried.
3. Adult Services Provider feedback by Brittany Montross.
4. Consumer Representative feedback by Eric Donat. Eric did remind the Board his term expires 12/31/2021.
5. Motion by Hackman, Chickasaw, second by Keehner, Clayton, to move the December Board Meeting to Wednesday, Dec. 1, 2021. Motion carried.
6. The CSS Annual Stakeholder Meeting will be held on Wed., Nov. 17 in person in the Chapel at the Pinecrest Building, 1407 Independence Ave, Waterloo, with no virtual option available due to no internet connectivity in the room. If necessary to move meeting to a virtual platform, the decision will be made no later than Friday, Nov. 12, 2021.
7. Discussion on rotating in-person meeting location each month. Consensus was to wait until after the Stakeholder Meeting to see how that in-person meeting goes.
8. Annual HIPAA Training was given by Megan Taets and Brian Blodgett, CSS HIPAA Privacy and Security Officers.
9. CEO McKinnell gave an update on the progress of Intensive Residential Services in the region. Inspiring Lives is making progress with hopes of opening the service as soon as October 2021.
10. McKinnell gave an update on North Iowa Regional Services' expansion project. They are still trying to figure out how to separate youth crisis services from the adult services campus.
11. McKinnell gave an update on a meeting in Winneshiek County regarding difficulty of transport for individuals on commitment. Reminder to all counties they may use Central Iowa Detention, as well as North Iowa Juvenile Detention. CSS plans to hold a Justice Summit in early November, at which this matter can be discussed.
12. Motion by Hackman, Chickasaw, second by Schwickerath, Floyd, to accept the June, July and August financial reports and claims runs as presented. Motion carried.
13. Motion by Hackman, Chickasaw, second by Keehner, Clayton, to send Allocation Request to member counties for FY22 first half property tax, with a delinquent date of 12/1/2021. Motion carried.
14. Motion by Hackman, Chickasaw, second by Keehner, Clayton, to accept the July and August 2021 Exceptions to Policy as presented. Motion carried.
15. Discussion on new CSS employee newsletter. All comments received were very favorable.
16. Discussion on CSS enacting multi-factor authentication on 9/27/2021 as an added layer of security, annual approximate cost will be \$6,000. Board understands this is necessary.
17. Discussion on DHS Contract with Regions, which should be finalized by December, for implementation date of 1/1/2022.
18. Motion by Hackman, Chickasaw, second by Schwickerath, Floyd, to authorize Chair to sign provider rate requests as presented. Motion carried.
19. Donat reminded everyone that now is the time to meet with your legislators for the 2022 legislative session.
20. Motion by Vest, Tama, second by Keehner, Clayton, to adjourn. Motion carried. Next meeting will be Wed., Oct. 27, 10:00 am at the Pinecrest Building in Waterloo.

| Revenue | Budget | Prior Month | Current Month | YTD | % YTD |
|-------------------------------|---------------------|------------------|---------------------|---------------------|------------|
| Property Tax/Regional Svc Pmt | \$ 8,998,237 | \$ - | \$ 1,161,543 | \$ 2,323,086 | 26% |
| Medicaid Reimbursement (TCM) | \$ 115,600 | \$ 9,625 | \$ 12,468 | \$ 36,434 | 32% |
| I-START | \$ 362,325 | \$ 15,200 | \$ 8,000 | \$ 61,600 | 17% |
| Misc. | \$ 62,800 | \$ 7,200 | \$ 756 | \$ 15,285 | 24% |
| Total Revenue | \$ 9,538,962 | \$ 32,026 | \$ 1,182,766 | \$ 2,436,405 | 26% |

| Expenditure Domain | Budget | Prior Month | Current Month | YTD | % YTD |
|---|----------------------|-------------------|-------------------|---------------------|------------|
| Core | | | | | |
| Treatment | \$ 675,000 | \$ 101,447 | \$ 112,316 | \$ 314,979 | 47% |
| Crisis Services | \$ 2,000,000 | \$ 464,568 | \$ 138,449 | \$ 694,148 | 35% |
| Support for Community Living | \$ 2,002,000 | \$ 196,937 | \$ 179,070 | \$ 536,012 | 27% |
| Support for Employment | \$ 350,000 | \$ 35,819 | \$ 31,142 | \$ 98,920 | 28% |
| Recovery Services | \$ 30,000 | \$ - | \$ - | \$ - | 0% |
| Service Coordination | \$ 3,500 | \$ 841 | \$ 561 | \$ 1,402 | 40% |
| Sub-acute Services | \$ 250,000 | \$ 64,000 | \$ - | \$ 64,000 | 26% |
| Evidence Based Treatment | \$ 510,000 | \$ 1,277 | \$ 2,196 | \$ 55,077 | 11% |
| Mandated | \$ 525,000 | \$ 122,441 | \$ 74,830 | \$ 216,562 | 41% |
| Additional Core | | | | | |
| Justice System Involved Services | \$ 320,000 | \$ 36,053 | \$ 21,168 | \$ 85,408 | 27% |
| Evidence Based Treatment | \$ 100,000 | \$ 80,370 | \$ 6,780 | \$ 121,640 | 122% |
| Other Informational Services | \$ 270,000 | \$ 68,784 | \$ 10,200 | \$ 81,610 | 30% |
| Essential Community Living Support Services | \$ 2,108,200 | \$ 180,888 | \$ 132,362 | \$ 566,853 | 27% |
| Other Congregate Services | \$ 825,000 | \$ 137,770 | \$ 105,184 | \$ 314,042 | 38% |
| Administration | \$ 1,310,000 | \$ 76,410 | \$ 76,343 | \$ 377,988 | 29% |
| County Provided Case Mangement | \$ 115,600 | \$ 8,148 | \$ 7,250 | \$ 35,904 | 31% |
| County Provided Services (I-START) | \$ 450,000 | \$ 15,099 | \$ 18,618 | \$ 102,634 | 23% |
| Total Expenditures | \$ 11,844,300 | \$ 603,522 | \$ 916,469 | \$ 3,667,180 | 31% |

| October 2021 Vendor Claims | |
|----------------------------|---------------------|
| 10/5/2021 | \$60,581.53 |
| 10/12/2021 | \$109,308.43 |
| 10/19/2021 | \$144,475.33 |
| 10/26/2021 | \$178,948.21 |
| TOTAL | \$493,313.50 |

(Gross payroll/month is approx. \$110,000)

Ending Cash Balance 9/30/21 \$ 10,898,895

Year-to-Date Per Capita Annualized CASH Expenditure Rate: \$ 50.07

| | | |
|--|-------------------------------|------------|
| Fund 8500 Health Reimbursement Account Fiscal YTD (9/30/2021) | Balance Fwd from prior FY | \$ 162,347 |
| | Revenue | |
| | Employer Contributions | \$ 126,286 |
| | Employee Contributions | \$ 16,277 |
| | Flex - Employee Contributions | \$ 3,833 |
| | | \$ 146,396 |
| | Expenditure | |
| | Health Insurance Pmts (ISAC) | \$ 151,969 |
| | Medical Claims Pmts (Auxiant) | \$ 10,340 |
| | Flex Claims (Auxiant) | \$ 1,325 |
| | \$ 163,634 | |
| BALANCE | \$ 145,109 | |

County Social Services Exceptions to Policy and Reconsiderations - September 2021

| Members | Service | Decision | Impact |
|----------------|---|--|---------------|
| 1 | Basic Needs - Rent | Member was evicted from family home when member turned 18 years old. Member works but does not make enough to cover all bills. Rental assistance requested and approved, otherwise member would be homeless. | \$300.00 |
| 2 | Voc/Day - Supported Employment Services | Request to waive client participation fee. Member's service provider and IVRS (Iowa Vocational Rehabilitation Services) feel member cannot afford the copay. Member will pay \$25/month copay this quarter. | \$336.58 |
| 3 | Support Services - Supported Community Living | Member is over resource limits. Request to waive resources approved to allow time for member to find an apartment using resources for deposit and rent, with the understanding member will need to private pay until under guidelines after moving. This is the last month waiving resources, member will need to private pay October 2021 until resources are under guidelines. | \$6,551.40 |
| 4 | Support Services - Guardian/Conservator | Member is on the waiting list with Iowa's Department on Aging (IDA) Office of Public Guardian, #78 on the list. | \$150.00 |
| 5 | Transportation | Transportation to and from day hab, as that is not a covered service under habilitation. | \$486.00 |
| 6 | Day Hab | Member's current waiver does not fund Day Habilitation services. Member applied for a different waiver that member is eligible for that will fund this service. | \$2,430.98 |
| 7 | Basic Needs - Rent | Currently member does not have any income. Appealing Social Security Administration's disability decision with an attorney. | \$245.00 |
| 8 | Transportation | Transportation to and from day hab, as that is not a covered service under habilitation. | \$50.00 |
| 9 | Day Hab & Supported Community Living | Current EW does not fully fund, member is on the ID waiver waiting list, CSS funds remainder after EW pays. | \$8,748.93 |
| 10 | Transportation | Transportation to and from day hab, as that is not a covered service under habilitation. | \$95.00 |
| 11 | Transportation | Transportation to and from day hab, as that is not a covered service under habilitation. | \$336.00 |
| 12 | Transportation | Transportation to and from day hab, as that is not a covered service under habilitation. | \$594.00 |
| 13 | Voc/Day - Enclave & Prevocational Services | Member's current waiver does not fund vocational services; IVRS does not fund prevocational services. Member has applied for another waiver that will fund these services. | \$1,068.00 |
| 14 | Transportation | Transportation to and from day hab, as that is not a covered service under habilitation. | \$337.50 |
| 15 | Basic Needs - Rent | Member is not stable enough to work. Member needs rental assistance until Social Security benefit is approved. | \$515.00 |

Approximate monthly impact: \$ 22,244.39

Attachment A
FY2020-FY2022 Service Definitions and Rates

Choice Employment Services, LLC CSN Provider # 9737

| COA | Service Description | Rate | Unit | Description |
|-------|---|------------|-------|---|
| 50364 | Supported Employment: Individual Supported Employment | \$68.48 | hour | T2018 UC: Initial auth not to exceed 40 hourly units; Extended auth not to exceed 20 hourly units. One initial and, if necessary, one extended auth permitted per year not to exceed a total of 60 hourly units per year. |
| 50368 | Supported Employment: Long Term Job Coaching | \$70.07 | month | Tier 1 H2025 U4: 1 contact/mo: Must be reauthorized every 90 days |
| | | \$374.42 | month | Tier 2 H2025 U3: 2-8 hours/mo: Must be reauthorized every 90 days |
| | | \$747.79 | month | Tier 3 H2025 U5: 9-16 hours/mo: Must be reauthorized every 90 days |
| | | \$1,169.27 | month | Tier 4 H2025 U7: 17-25 hours/mo: Must be reauthorized every 90 days |
| | | \$46.76 | hour | Tier 5 H2025 UC: 26+ hours/mo: Must be reauthorized every 90 days |

Total monthly cost for all supported employment services not to exceed \$3,167.89 per month.


 Choice Employment Services

9/23/2021
 Date

 County Social Services

 Date

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made effective October 1, 2021 by and between Central Iowa Community Services Region (CICS) (hereinafter referred to as “Host Region”) and County Social Services (CSS) (hereinafter referred to as “Guest Region”).

WHEREAS, Host Region and Guest Region are inter-governmental entities created under Chapter 28E of the Code of Iowa to improve health, quality of life and successful outcomes for children and adults in the region who have mental health disabilities and intellectual/developmental disabilities, including those with multi-occurring substance use issues, health issues, physical disabilities, brain injuries, and other complex human service needs;

WHEREAS, Guest Region wishes to utilize contracted services from Host Region to satisfy requirements in IAC 441.25.

NOW THEREFORE, the receipt and sufficiency of which are hereby acknowledged, the parties, intended to be legally bound, agree as follows:

1. **EFFECTIVE DATE & TERM.** This MOU shall be effective as of the date first mentioned above by Guest Region and Host Region. This MOU shall continue in force until terminated as set forth in Paragraph 4 below.
2. **HOST REGION RESPONSIBILITIES.** Host Region shall establish and maintain contract(s) with providers of the services listed in attachment A.
3. **GUEST REGION RESPONSIBILITIES.** Guest Region shall abide by the terms and conditions set forth in the agreement signed between the Host Region and provider to comply with the requirements of IAC 441.25 and attachment A of this MOU.
 - a. This includes, but is not limited to, the fee for service rates and any additional payments identified in attachment A.
4. **TERMINATION.** This MOU begins on the date first mentioned above and shall continue in force until the MOU is terminated. This MOU shall terminate upon either party giving the other party written notice of such termination with at least sixty (60) days’ notice.
5. **AMENDMENT.** This MOU may be modified or amended at any time if the amendment is made in writing and is signed by both parties.
6. **SEVERABILITY.** If any provision of this MOU shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this MOU is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
7. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this MOU shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this MOU.

8. **COMPLIANCE WITH LAWS.** Each party agrees that it will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its obligations under this MOU.

9. **APPLICABLE LAW.** This MOU shall be governed by the laws of the state of Iowa.

IN WITNESS WHEREOF, the parties of executed this MOU effective as of the date first above written.

HOSTING REGION

By: _____

Print Name: Russell Wood

Title: CICS CEO

Date: _____

GUEST REGION

By: _____

Print Name: Craig White

Title: CSS Board Chair

Date: _____

ATTACHMENT A
Youth & Shelter Services, Inc.
SERVICE DEFINITIONS AND RATES

| Chart of Account | Service Description | Unit of Service | Rate |
|-------------------------|--|-----------------------------|-------------|
| 44313 | Crisis Stabilization Residential Services (CSRS) | Daily | \$360.19 |
| 44313 | CSRS Family Team Decision Making (FTDM) Services | One Time Per CSRS Admission | \$400.00 |

OTHER TERMS:

CSRS – MHDS Regional funding pertains to non-system involved youth. Provider will seek Medicaid or Private Insurance funding when applicable. Upon exhaustion of Medicaid/Private Insurance if additional funding is needed, Provider may notify designated CICS Regional staff to request CICS funding not to exceed a total of 14 days from day of CSRS admit.

When no other funding is applicable, provider will notify designated CICS Regional staff within 24 hours of CSRS admission or next business day if admission occurs on weekend or holiday. Region will fund a maximum of 14 days. Provider will submit required paperwork to Regional staff for the funding authorization process.

CSRS FTDM fee – this applies to youth funded for CSRS services by MHDS Regions.

Signature

Russell Wood

Printed Name

Host

Host

Date _____

Signature

Craig White

Printed Name

Guest

Guest

Date _____



October 27, 2021

Brian Wines
Iowa Medicaid Enterprise
100 Army Post Road
Des Moines, IA 50315

Dear Mr. Wines,

This letter is in support of Exceptional Persons, Inc.'s request for approval of a 5-bed waiver home. The site is located at 1234 West Ridgeway Ave. in Waterloo and is owned by a community member. The house is ideal for people who have mobility issues and is in a safe neighborhood. With the cost of rent, having five people living at this location will help keep rent at an affordable cost.

Exceptional Persons, Inc. does not believe that this will result in an overconcentration of supported community living units in the Waterloo community.

Thank you for your consideration of the request.

Sincerely,

Craig White, Chair
County Social Services Board

Mary McKinnell, CEO
County Social Services MHDS Region

SERVING PEOPLE IN THE FOLLOWING IOWA COUNTIES

| | | | |
|-------------------|------------------|----------------|-------------------|
| Allamakee County | Chickasaw County | Fayette County | Mitchell County |
| Black Hawk County | Clayton County | Floyd County | Tama County |
| Butler County | Grundy County | Howard County | Winneshiek County |

Attachment A
FY2020-FY2022 Service Definitions and Rates

Everlasting Home Healthcare CSN Provider # 11281

| COA | Service Description | Rate | Unit | Description |
|-------|-------------------------------------|--------|--------|--|
| 32325 | Respite | \$4.50 | 15 min | |
| 32329 | Comprehensive comm support services | \$7.98 | 15 min | Comp comm supp serv, 15 min (H2015) 1:1 (ID) |
| | | \$8.96 | 15 min | Comp comm supp serv, 15 min (H2015) 1:1 (BI) |
| 32335 | CDAC S5125 | \$5.10 | 15 min | |

 Everlasting Home Healthcare

 Date

 County Social Services

10/27/2021

 Date

TO: Mental Health and Disability Services Regions
FROM: Iowa Department of Human Services, Division of Mental Health and Disability Services
SUBJECT: Region and County Changes Related to SF 619
EFFECTIVE: July 1, 2021

Organizational Changes

Iowa Code changes as a result of SF 619 include the elimination of the MHDS tax levy and elimination of the county MHDS fund (Fund 10) except for Polk County.

Regions with staff whose employer of record is a county may choose to transition those county employees to regional employees or may choose to have those individuals remain as county employees. If staff will remain as county employees, it is recommended that regions and member counties consult their legal counsel and develop a 28E agreement to prescribe the terms of the contractual service. This may include considerations such as office space and vehicle usage in addition to employee costs and functions. To the extent that that this may affect your budget, the region may need to submit an amended FY 2022 Annual Service and Budget Plan (ASBP).

In those instances where some of an employee's duties are regional functions and other duties are county functions, the region will need to reimburse the county for the portion related to regional duties. Reimbursable contractual services need to be clearly defined and tracked to comply with audit requirements, including use of detailed time sheets to fully determine cost share. Time studies should be redone periodically to determine whether the cost share has changed, and the 28E agreement updated accordingly.

Employee-related outstanding liability (e.g., accrued vacation, withheld payroll taxes, health insurance contributions, retirement fund contributions, etc.) should be captured by the employer of record.

For any assets that may be shared between a region and a county (e.g., county vehicles purchased with region funds, county office equipment used by the region, etc.) decisions about which entity would need to record the asset will need to be determined locally. When this is not immediately clear, standards set by the Governmental Accounting Standards Board (GASB) instruct to look first to which entity holds title to the asset and secondarily, to who maintains it.

Chart of Accounts

For tracking when there is a contract for county employees to perform regional functions, the county finance committee recommends the use of a subfund of the General Fund.

A new function code, *9040 - Reimbursable MHDS Direct Expenses*, has been added to the Chart of Accounts under Service Area 9 (Administrative) to track county revenue and expenditures. When counties receive reimbursement from the region, they should use revenue code *2545 - Payments from MHDS Fiscal Agent to MHDS Regional Members*. The Uniform Chart of Accounts has been updated with these changes and is posted at: <https://dom.iowa.gov/document/uniform-county-chart-accounts>.

Budget Impact

SF 619 requires counties to deposit the remainder of the balance held in any county MHDS fund to their regional combined account at the end of FY 2022. Because service area 4 and fund 0010 will no longer be in use as of July 1, 2023, counties will be required to disburse these funds prior the end of FY 2022. Counties should refer to guidance from the county finance committee and the Iowa Department of Management for further guidance on this. MHDS Regions will need to include these funds as revenue in their FY 2023 ASBP.

INQUIRIES:

For further information, contact Rob Aiken at raiken@dhs.state.ia.us or 515-669-8002 or Don Gookin at dgookin@dhs.state.ia.us or (515) 669-8001.

NEW IOWA ELECTION LAW Q & A

Q: When do the polls close for the General Election?

A: The polls close at 8:00 pm for ALL elections.

Q: How many days before an election do I need to register to vote if I'm not registered or if I moved, and I want my name to be on the voter register at the polls?

A: 15 days. *This is Monday, October 18 for the November 2, 2021 City/School Election.*

Q: May I still register to vote at the polls?

A: Yes. You will need both proof of identity (which everyone needs) AND proof of residence.

Q: Will the county auditor send absentee ballot request forms to all voters in the county?

A. No. State law now prohibits this. If you personally request an absentee ballot request form, your auditor will send you one.

Q: Will the Secretary of State's Office send absentee ballot request forms to all voters in the state?

A. No, unless directed to do so by the state legislature during a public health disaster.

Q: Will ANYONE do large mailings of absentee ballot request forms to voters?

A. Probably, at least for General Elections. Political parties and other private organizations are not prohibited from sending them out.

Q: When is the first day that I may request an absentee ballot by mail?

A: 70 days before the election. *This is Tuesday, August 24 for the November 2, 2021 City/School Election.*

Q: After I send in my absentee ballot request form, when will the county auditor mail me my ballot?

A: The auditor will start mailing absentee ballots 20 days before the election. *This is Wednesday, October 13 for the November 2, 2021 City/School Election.*

Q: When is the first day I can vote absentee in person at the Auditor's Office?

A: 20 days before the election. You should only vote at the office if you have not requested a ballot by mail. *This is Wednesday, October 13 for the November 2, 2021 City/School Election.*

Q: When is the last day that I can request an absentee ballot by mail?

A: The county auditor must receive your request form at least 15 days before the election. (For exceptions, see below.) *This is Monday, October 18 for the November 2, 2021 City/School Election.*

Q: What is the deadline for getting my absentee ballot back to the county auditor?

A: The county auditor must have your ballot by the close of the polls, which is 8:00 pm on election day.

Q: Won't my ballot be counted as long as it is postmarked before election day?

A: NO. The law changed, and your ballot must be in the possession of the county auditor by 8:00 pm on election day.

Q: When is the last day to vote an absentee ballot in person at the auditor's office?

A: The day before the election. (This didn't change.) *This is Monday, November 1 for the November 2, 2021 City/School Election.*

Q: May I return someone else's absentee ballot, or may someone else return my absentee ballot?

A: The only people who may return a voter's absentee ballot (*we're talking about the **BALLOT**, NOT the ballot **REQUEST FORM***) are the voter, someone living in the voter's household, an immediate family member, or, if the voter is blind or has another disability, a special delivery agent. (For exceptions and details, see below.)

For exceptions, details, and more law changes, [click here for the 2021 Election Law Changes for Iowa Voters](#), published by the Iowa State Association of County Auditors.



2021 ELECTION LAW CHANGES *for Iowa Voters*

VOTER REGISTRATION
ABSENTEE VOTING
VOTING AT THE POLLS

This is a list of important changes to Iowa election law passed by the 2021 Iowa legislature. These changes are effective immediately.

VOTER REGISTRATION

- Voters must register to vote 15 days or more before the election to appear on the voter register on election day (formerly 11 days, and 10 days for general elections). Voters may still register to vote on election day, or when voting absentee in person, with both proof of identity AND proof of residence.

QUESTIONS?

*contact your
County Auditor.*

ABSENTEE VOTING

- The first day to submit an absentee ballot request form to your County Auditor is 70 days before an election (formerly 120 days).
- The first day County Auditors may mail absentee ballots to voters is 20 days before an election (formerly 29 days).
- The first day to vote absentee in person at the Auditor's Office is 20 days before an election (formerly 29 days). *(If you have requested a ballot by mail prior to this, your ballot will go out in the mail on this date.)*
- The first day to vote absentee in person at a satellite location is 20 days before the election (formerly 29 days), and satellite voting locations may only be established by a public petition with a minimum of 100 signatures (formerly County Auditors could establish satellite locations on their own motion).
- Absentee ballot requests for voting by mail must be received by 15 days before the election (formerly 11 days, and 10 days for general elections). Exception: If a voter is admitted to a health care facility, dementia-specific assisted living program, or hospital 14 or fewer days before the election, the voter may request an absentee ballot by telephone no later than 4:00 pm on election day.

Continues on next page...

VOTING AT THE POLLS

- Polls close at 8:00 pm for all elections (formerly 9:00 pm for primary and general elections).
- When a registered voter is attesting to the identity and residency of a voter unable to present required forms of identification, the attesting voter must present his/her own required form of identification.
- For a provisional ballot to be counted, the voter must either provide the necessary identification at the polling place before it closes at 8:00 pm, or provide it at the Auditor's Office by noon on the following Monday. If the canvass by the Board of Supervisors will be held earlier than the following Monday (for cities with possible runoff elections), the identification must be provided before the canvass. (The post-election deadline was previously unclear.)
- Employers must allow employees two consecutive hours to vote on election day, if they do not already have two consecutive hours off during the time the polls are open (formerly three hours).

Absentee voting continued...

• **Absentee ballots must be received by the county auditor by 8:00 pm on election day.**

(Previously, ballots were valid if postmarked before Election Day and received by the Monday following the election.)

Postmarks or bar codes printed on ballot envelopes will no longer make a ballot received after election day valid, except in these cases:

- Ballots from participants in the Safe at Home program received by the Secretary of State in time to be transmitted to the County Auditor by noon on the Monday following the election.
- Ballots from uniformed and overseas citizens received by noon on the Monday following the election.
- If an absentee ballot affidavit envelope is not signed by the voter, the County Auditor shall contact the voter, who may then:
 - Request a replacement ballot and return it by 8:00 pm on election day (changed from postmarked the day before the election or earlier).
 - Vote at the polls on election day.
 - Sign the affidavit in person at the county auditor's office by 8:00 pm on election day (changed from 5:00 pm the day before the election).

ABSENTEE BALLOT REQUEST FORMS:

- Absentee ballot requests for voting by mail must be received by the County Auditor 15 days before the election (see exception on previous page).
- Must include the date the request is signed.
- May not be sent to voters by County Auditors unless a voter requests one.
- May not be sent to voters by the Secretary of State unless directed to do so by the state legislature in the event of a public health disaster declared by the governor.
- May be sent to voters by candidates, political groups, and other private organizations, but no fields on the request form may be prefilled except for type and date of election.

RETURNING ABSENTEE BALLOTS:

- The only people who may return a voted absentee ballot other than the voter are:
 - Someone living in the voter's household
 - An immediate family member
 - The two special precinct election officials who deliver a ballot to the resident of a health care facility, dementia-specific assisted living program, or hospital
 - Voters unable to return a ballot due to blindness or other disability may use a "delivery agent" to deliver their ballots. **See below.***
- Absentee ballots may be returned via designated ballot drop boxes (unless returned by a "delivery agent"*), which if available must be located on the grounds of or within the building where the County Auditor conducts in-person absentee voting. (Auditors are not required to provide drop boxes.)

***RETURNING ABSENTEE BALLOTS - DISABILITY EXCEPTION - DELIVERY AGENTS:** In the case of a voter unable to return a ballot due to blindness or other disability, the voter may ask a "delivery agent" to deliver their ballot.

- "Delivery agent" is defined as follows:
 - Iowa registered voter
 - A delivery agent cannot be:
 - The voter's employer or an agent of the employer
 - An officer or agent of the voter's union
 - An actual or implied agent for a political party, candidate or committee
- If a voter with a disability designates a delivery agent, the voter must complete and sign a designation form prescribed by the Secretary of State.
- A delivery agent shall return no more than two absentee ballots per election.
- The delivery agent shall fill out a receipt in a form prescribed by the Secretary of State and shall leave it with the voter.
- The delivery agent shall collect the voter's designation form at the same time as collecting the ballot, and shall deliver the ballot and designation form to the County Auditor at the same time.

The delivery agent must:

- Deliver the ballot in person to the County Auditor, not by mail or drop box.
- Provide to the County Auditor the same identification as a voter at the polls.
- Provide the following on a form prescribed by the Secretary of State:
 - Full legal name
 - Residential address
 - Phone number
 - Email address, if applicable
- Sign a statement (prescribed in the law) certifying under penalty of perjury that the delivery agent has complied with the law.