



# North Carolina Department of Health and Human Services

## Division of Social Services

Economic Independence Section • 325 North Salisbury Street

2420 Mail Service Center • Raleigh, North Carolina 27699-2420

Courier # 56-20-25

Michael F. Easley, Governor Pheon E. Beal, Director

Carmen Hooker Odom, Secretary (919) 733-3055

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### **DSS ADMINISTRATIVE LETTER** **Family Support and Child Welfare Services #07-05**

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**Dear County Director of Social Services:**

**ATTENTION: Work First Program Managers and Supervisors**

**DATE: September 9, 2005**

**SUBJECT: WORK FIRST PROCEDURES FOR HURRICANE  
KATRINA VICTIMS**

#### **I. Background**

In response to the destruction resulting from Hurricane Katrina, Work First is helping to coordinate efforts to provide essential services for Work First recipients who have evacuated to North Carolina from Louisiana (LA), Mississippi (MS), and Alabama (AL).

This letter provides guidance and procedures regarding assisting the displaced Louisiana, Mississippi, and Alabama individuals evacuating to North Carolina. Each county DSS must take and process applications for Work First for these individuals.

This policy applies to displaced individuals from areas devastated by Hurricane Katrina in the following counties and parishes:

**A. Alabama**

Baldwin, Clarke, Choctaw, Mobile, Sumter, and Washington

**B. Mississippi**

Amite, Forrest, George, Greene, Hancock, Harrison, Jackson, Lamar, Marion, Pearl River, Perry, Pike, Stone, Walthall, and Wilkinson

**C. Louisiana**

Acadia, Ascension, Assumption, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Pointe Coupee, Plaquemines, St. Bernard, St. Charles,

St. Helena, St. James, St. John, St. Mary, St. Martin, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Washington, West Baton Rouge, and West Feliciana.

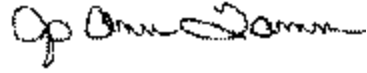
**II. Special Policy Procedures**

**A.** In order to track the evacuees, as the county department of social services approves an individual they will enter an Individual Special Use Code of AL, LA or MS in EIS. EIS will begin transmitting these codes on the eligibility nightly update effective immediately. These codes will be needed for reporting expenditures for these cases.

**B.** At the individual level in EIS enter an Individual Special Use Code of AL (for Alabama), MS (for Mississippi), or LA (for Louisiana). In the Date field beside the Individual Special Use code, enter the first month of eligibility and leave the end date open or blank. When these cases are closed the worker will enter an end date of the month of termination.

If you have any policy questions, please contact your Work First Program Representative.

Sincerely,



Jo Ann Lamm, Section Chief

Family Support and Child Welfare  
Services Section

**Admin Letter #07-05**

cc: Pheon Beal

Sherry Bradsher

Work First Program Representatives

Family Support and Child Welfare Monitors

Family Support and Child Welfare Services Team Leaders

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