

THIS LETTER APPLIES TO THE FOLLOWING COUNTIES ONLY:

Bladen	Buncombe	Caldwell	Catawba
Cleveland	Columbus	Craven	Cumberland
Edgecombe	Franklin	Henderson	Hertford
Iredell	Lenoir	McDowell	Nash
New Hanover	Robeson	Rockingham	Rutherford
Scotland	Stanly	Union	Wake
Wilkes			

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 3-2009
(Food and Nutrition Services)**

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: April 28, 2009

SUBJECT: Elimination of the Career Start Program

EFFECTIVE: Upon receipt

I. GENERAL INFORMATION

On June 30, 2009, contracts between the Division of Social Services and Community College System end. This will end the Career Start Program for the above named counties. The purpose of this letter is to outline the close-out procedures.

II. POLICY PROCEDURES

Although there will no longer be a Career Start Program, individuals subject to work requirements are not exempt from work registration and ABAWDs continue to be referred to the Employment Security Commission.

III. CLOSE-OUT DEADLINES AND PROCEDURES

Close-out deadlines and procedures have been developed and must be used when referring E&T participants to the local community college and Employment Security Commission. Coordinate these dates and procedures with your partners to effect a smooth and efficient transition.

May 1, 2009:

Last day for department of social services (DSS) to send a CS-2625 to community college (CC) requesting a cure for a non-compliance due to not attending the CS educational component OR not providing attendance sheets. CC must receive the CS-2625 no later than May 4, 2009.

Last day for DSS to send a CS-2625 to CC requesting a rescheduled appointment with good cause, due to not attending the CS educational component OR not providing attendance sheets. CC must receive the CS-2625 no later than May 4, 2009.

May 15, 2009:

Last day for CC to reschedule or assign participants to a four-week educational component.

May 22, 2009:

Last day for CC to reschedule or assign participants to a three-week educational component.

Last day for DSS to send a CS-2625 to CC requesting a cure for a non-compliance due to not attending the CS Orientation / Interview, Resume, Application (O/IRA) workshop. CC must receive the CS-2625 no later than May 26, 2009.

Last day for DSS to send a CS-2625 to CC requesting a rescheduled appointment with good cause, due to not attending the CS O/IRA workshop. CC must receive the CS-2625 no later than May 26, 2009.

Last day for DSS to send a DSS-2624 referring ABAWDs (Able Bodied Adults Without Children) to CAREER Start. CC must receive the DSS-2624 no later than May 26, 2009.

May 29, 2009:

Last day for CC to reschedule or assign participants to a two-week educational component.

June 1, 2009:

Last day for CC to send a DSS-2624 referring ABAWDs to the E&T assessment. ESC must receive the DSS-2624 no later than June 5, 2009.

June 5, 2009:

Last day for CC to reschedule or assign participants to a one-week educational component.

After June 5:

CC reschedules or assigns participants to only the CS O/IRA workshop.

June 8, 2009:

Last day for CC to submit May monthly report to North Carolina Community College System (NCCCS).

June 19, 2009:

Last day for CC to hold CS O/IRA workshop.

Last day for participants to complete CS activities AND provide attendance sheets to CC.

June 23, 2009:

Last day for CC to submit June monthly report to NCCCS.

June 26, 2009:

Last day for CC to send a NCSES-2628A (Voucher Request form) to DSS. Complete vouchers within five (5) workdays of the date the activity ends AND/OR participant provides attendance sheets to CC. DSS must receive vouchers from CC no later than June 30, 2009.

Last day for NCCCS to submit combined June Monthly Report to NCDSS.

IV. IMPLEMENTATION INSTRUCTIONS

This change is effective with each application, change in situation, or recertification taken or processed on or after May 1, 2009 in the above listed counties. This includes actions pending in April that will be effective May 1, 2009.

Refer to the timeline for individuals disqualified for failure to comply with Career Start who wish to cure their disqualification. For cure requests received after these dates refer the individual to the local Employment Security Commission unless they meet another work requirement exemption. Individuals must serve the minimum disqualification period and comply with an E&T assessment.

If you have any questions, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,

A handwritten signature in black ink that reads "Dean Simpson". The signature is written in a cursive style with a large, looped initial "D".

Dean Simpson, Chief
Economic and Family Services

DS/tb