

CHANGE NOTICE FOR MANUAL

DATE: November 28, 2006

MANUAL: Work First User's Manual
CHANGE NO: 5-2006
TO: County Directors of Social Services
EFFECTIVE: December 1, 2006 make the following changes to the Work First User's Manual

I. GENERAL

This change notice transmits revisions to the Work First User's Manual. These changes are outlined below.

II. SPECIFIC CHANGES

A. WF Table of Contents

1. WF200 is revised to include:
 - a. WF200.01 Name/SSN Search/ID Assignment
 - b. WF200.02 Absent Parent Database
 - c. WF200.03 Multiple Individual ID Resolution
 - d. WF200.04 Case ID Search
 - e. WF200.05 Changes to Data in the Common Name Database.
2. WF408 is revised to change the outline.

B. WF 200 - Common Name Database

Section 200 is revised to:

1. Remove the website link to the EIS Manual.
2. Include instructions for sections WF200.01 - Name/SSN Search/ID Assignment, WF200.02 - Absent Parent Database, WF200.03 - Multiple Individual ID Resolution, WF200.04 - Case ID search and WF200.05 - Changes to Data in the Common Name Database.

C. WF 408 - Employment Security Client System

Section 408 is revised to change the outline.

D. WF 610 - Reports

Section 610 is revised to include a website link to the EIS Manual for other application processing reports that deal with the application report card.

E. WF 700 - Codes

Section 700.01 is revised to include:

1. The new definition for Citizenship/Identity code '50':
 'Medicare, SSI, Lawful Permanent Resident. These individuals are excluded from documentation of citizenship and identity.'
2. The new definition for Work First Jobs/Work Registration code 'I':
 'A parent providing care for a family member living in the home who does not attend school on a full-time basis provided that the need for such care is supported by medical documentation.'

F. WF 900 - Automated Child Support Referral

1. Section 900.01 is revised to delete the reference to Automated Food Stamp Screening.
2. Section 900.04 is revised to remove IV-D Case/Worker Numbers and IV-D MPI Numbers fields. The two fields have been removed from the EIS Caseworker IV-D Worklist report.

G. WF 1100 - On-Line DSS-8125 Screen Instructions

WF 1100 is revised throughout the section to:

1. Remove the reference that the Carolina Access Number must be the same for all individuals. This is incorrect. The Carolina Access number can be different.
2. Include instructions for PCP:AUTO ASGN and DISTPV to be, 'If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.'

H. EP400 - EPIS Instructions DSS-6908

Section EP400.03 is revised to include the JS countable hours are limited to 12 weeks instead of 6 weeks in a federal fiscal year.

I. EP500 EPIS Instructions Codes

Section EP500 is revised to:

1. Update Program Status (Field 10)
 - a. Remove Work First Participation Codes 'A' and 'Z'.
 - b. Add Work First Non Participation Codes:
 - D Child under age 19

- N Member of a federally recognized tribe living on a reservation
- S Single custodial parent caring for a child under 1
- Y Benefit Diversion

- c. Include the new definition for Work First Non Participation Code 'I' to be: 'A parent providing care for a family member living in the home who does not attend school on a full-time basis provided that the need for such care is supported by medical documentation.'
- 2. Remove Provision of Child Care to Individual Participating in CS as a valid component (Field 31/32).
- 3. Update the value of Provider Code '60' to be defined as Community Service Provider (Field 33).

J. EP800 EPIS Instructions Reports

EP800 has been revised to:

- 1. Include the reference that reports are available in NCXPTR or in the Client Services Data Warehouse depending on the report.
- 2. Remove the DHRWRA WORK FIRST PROGRAM report, DHRWRA GOVERNOR GOAL report, and DHRWRA WF WKLY EXCLD FROM EPIS report. These reports are no longer created.
- 3. Update the following reports that are calculated and housed in the Client Services Data Warehouse. The reports are listed in the corporate reports list. Each county can complete a query of each for their county.
 - a. ALL FAMILIES COUNTED IN THE DENOMINATOR
 - b. ALL FAMILIES NOT COUNTED IN THE DENOMINATOR
 - c. TWO PARENT COUNTED IN THE DOMINATOR
 - d. TWO PARENT NOT COUNTED IN THE DOMINATOR
 - e. ALL FAMILIES COUNTED IN THE NUMERATOR
 - f. ALL FAMILIES NOT COUNTED IN THE NUMERATOR
 - g. TWO PARENT COUNTED IN THE NUMERATOR
 - h. TWO PARENT NOT COUNTED IN NUMERATOR
 - i. ALL FAMILIES PARTICIPATION RATE
 - j. TWO PARENT PARTICIPATION RATE
- 4. Update the following two reports that are calculated by the Client Services Data Warehouse but are not listed in the corporate reports list; however, the county can complete a query to determine the rate for the state fiscal year.
 - a. STATE FISCAL YEAR – ALL FAMILIES PARTICIPATION RATE
 - b. STATE FISCAL YEAR – TWO PARENT PARTICIPATION RATE

The Work First User's Manual has been updated with these changes and is available in PDF format (see below).

III. INSTRUCTIONS FOR MAINTAINING WORK FIRST USER'S MANUAL

To maintain your current hard copy of the Work First User's Manual:

1. Go to the DSS On-Line Manuals website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/man/index.htm>
2. Click on Change No. 5-2006
3. Click on the "[CN 5-2006](#)" and the attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
TOC	1-7	TOC	1-7
WF200	1	WF200	1-24
WF408	1-11	WF400	1-12
WF610	1-2, 9-22	WF610	1-2, 9-22
WF700	1-2, 7-8, 13-14	WF700	1-2, 7-8, 13-14
WF900	1-2, 13-16	WF900	1-2, 13-16
WF1100	1-54	WF1100	1-55
EP400	1-13	EP400	1-15
EP500	1-10	EP500	1-10
EP800	1-26	EP800	1-22

If you have any questions, please contact the DSS Information Support Staff at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style and is positioned to the left of a vertical red line.

Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:ba
Attachments

- [WF_CN5-2006](#)
- [WFumTOC](#)
- [WFum200](#)
- [WFum400](#)
- [WFum610](#)
- [WFum700](#)
- [WFum900](#)
- [WFum1100](#)
- [WFep400](#)
- [WFep500](#)
- [WFep800](#)