

CHANGE NOTICE FOR MANUAL

DATE: October 16, 2007

MANUAL: Work First User's Manual
CHANGE NO.: 2-2007
TO: County Directors of Social Services
EFFECTIVE: **October 1, 2007**, 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 new data field, REL (RELATIONSHIP) TO PAYEE, has been created to identify each individual's relationship to the casehead payee.

A. WF300 EIS INQUIRIES

Section WF306.01 – Current Individual Data (ID) is revised to include the new REL TO PAYEE field.

B. WF700 DSS-8124, 8125, AND CHECK HISTORY CODES

Section WF700.02 – Individual Level Coding is revised to add a new section, REL (RELATIONSHIP) TO PAYEE Code.

| Code | Value |
|-------------|---------------|
| A | Spouse |
| B | Son |
| C | Daughter |
| D | Step Son |
| E | Step Daughter |
| F | Mother |
| G | Father |
| H | Mother-in-law |
| I | Father-in-law |
| J | Grandchild |
| K | Student |
| L | Self |
| M | Brother |
| N | Sister |
| O | Nephew |
| P | Niece |
| Q | Foster Child |

| Code | Value |
|-------------|--|
| R | Child Under Legal Guardianship/Custody |
| S | Other |
| T | Unknown |

C. WFF1100 – ON-LINE DSS-8125 SCREEN INSTRUCTIONS

Section WF1100 is revised to include the new REL TO PAYEE code field on the DSS-8125. This one digit code is required at application approvals (including add-on individual/inclusion and open/shut applications), change in situation, review, program category transfer and when the field is blank, or any time a payee ID number for the case changes. After initial entry, the code is not required but is allowed to be changed at the time of changes/reviews/transfers. The code displays on the Individual Inquiry (ID) screen and on the case profile.

III. INSTRUCTIONS FOR MAINTENANCE OF THE 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 Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/chg/>
2. Click on Change No. 2-2007
3. Click on the "CN 2-2007" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the 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 |
| WF300 | 1-2, 9-10 | WF300 | 1-2, 9-10 |
| WF700 | 1-2, 9-18 | WF700 | 1-2, 9-18 |
| WF1100 | 1-56 | WF1100 | 1-58 |

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

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive, flowing style.

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

HB:th
Attachments
[WF_CN2-2007](#)
[WFum300](#)
[WFum700](#)
[WFum1100](#)