CHANGE NOTICE FOR MANUAL

DATE: November 27, 2007

MANUAL: Work First User's Manual

CHANGE NO.:   **3-2007**

TO: County Directors of Social Services

EFFECTIVE: **Upon receipt,** 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.   WF100 EIS Logon and Logoff Procedures

            Section WF100.02 – EIS Logon Instructions is revised to include a change to the
description for the MI option from 'MC Inquiry' to 'PACE/MC INQ' on the EIS Menu
(Inquiry) screen.

      B.   WF300 EIS Inquiries

            1.   Section WF303.01 - Current Case Data (CD) is revised to include the new
'PACE-ENRLL' field.

            2.   Section WF306.01 - Current Individual Data (ID) is revised to include the
new 'PACE ENROLLED' field.

            3.   Section WF306.05 - Managed Care History Inquiry (MI) is revised to
include the screen name change to 'PACE/MANAGED CARE HISTORY
INQUIRY'.

      C.   WF700 Change Codes

            As a result of National Directory New Hire (NDNH), new change codes have been
added or text reworded for existing change codes. These codes are applicable to
National Directory New Hire (NDNH).

            1.   Section WF702B. – Other Downward Payment Changes is revised to:

                a.   Reword the text for change codes, '2X' and '6W' to read: 'Your
Work First Family Assistance will decrease as a result of verified
earned income data'.

b. Add two new change codes 2Y (Timely) and 5M (Adequate). The notice text is 'Your Work First Family Assistance will decrease as a result of verified Unemployment income data'.

2. Section WF702J.1. Program Transfer Codes AAF to MAF is revised to remove 6V and 1P. These codes are valid when transferring from AAF to MAF, MIC, or MPW.

3. Section WF702J.2. Program Transfer Codes AAF to MAF, MIC, or MPW is revised to include new program transfer codes to be used when transferring a case from pay type 1, 2, or S to MAF, MIC, or MPW.

a. Use code 24 (Timely) and 7B (Adequate) when the transfer is due to verified unemployment income. The notice text is 'Your earned income is too high for you (your family) to get Work First Family Assistance based on verified unemployment income data'.

b. Use code 26 (Timely) and 7Y (Adequate) when the transfer is due to failure to provide information regarding employment. The notice text is 'You have failed to provide information regarding employment which is needed to determine eligibility. Your eligibility for Medicaid is being evaluated'.

c. Use code 1C (Timely) and 6F (Adequate) when the transfer is due to failure to provide information regarding unemployment benefits. The notice text is 'You have failed to provide information regarding unemployment benefits which is needed to determine eligibility. Your eligibility for Medicaid is being evaluated'.

d. Use code 1P (Timely) and 6V (Adequate) when the transfer is due to verified earned income. The notice text is 'Your earned income is too high for you (your family) to get Work First Family Assistance based on verified earned income data. Your eligibility for Medicaid is being evaluated.

4. Section WF703 Termination Codes is revised to remove codes 1A (Timely) and 6N (Adequate). These codes are no longer valid termination codes.

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. 3-2007

3. Click on the "CN 3-2007" 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**
WF100	**1-3**	**WF100**	**1-3**
WF300	**1-4, 9-12**	**WF300**	**1-4, 9-12**
WF700	**1-2, 23-24, 27-32**	**WF700**	**1-2, 23-24, 27-32**

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

Sincerely,

Hank Bowers

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

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Attachments
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WFum100
WFum300
WFum700