CHANGE NOTICE FOR MANUAL

DATE: July 16, 2008

MANUAL: Work First User's Manual

CHANGE NO.:   **2-2008**

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.   WF200 – Common Name Database

                WF200.06 Payee Search is being revised to include the new search option 20,
                Individual ID.

        B.   WF300 – EIS Inquiries

                WF306.01 Current Individual Data (ID) screen is revised to add a new field entitled
                'ALIEN ID'. This field allows an entry up to 13 alpha/numeric characters.

        C.   WF700 – DSS-8124, 8125 and Check History Codes

                1.   WF 700.01 DSS-8124, 8125 and Check History Codes-
                        Case Level Coding - Special Review Code is being revised to add code 'U'
                        "Medicare Eligible MMCCYY".

                2.   WF 700.02 Individual Level Coding – Citizenship/Identity is being revised
                        to add codes 51, and 60 thru 66. Refugee Status is being revised to add
                        or change the 2 digit country code.

        D.   WF800 - DSS-8124 Screen Instructions

                WF800.03 Making Changes to a Keyed Application is being revised to include
                instructions for an individual that should not have been included on the application.

        E.   WF1100 – On-Line DSS-8125 Screen Instructions

                1.   WF1100.01 Accessing the DSS-8125 Process is being revised to add a
                        new field entitled 'Alien ID' to the EIS Form 8125 Cont screen. This field
                        allows an entry up to 13 alpha/numeric characters.

2. WF1100.02 DSS-8125 General Information is being revised to include instructions for entering an individual termination date for an individual that should not have been included on the application.

3. WF1100.03 Application Approvals is revised to:

   a. Remove the ED code and date at the Individual Level for Benefit Diversion approvals.

   b. Include instructions for entering Citizen/ID codes 50, 51, and 60 thru 66.

   c. Include a note that EIS does not allow Citizen/ID codes 60 thru 66 if the payment type is "S".

   d. Include a note that the Carolina Access Exempt Number 9999901 is automatically entered by EIS for individuals with a Citizen/ID code of 60 thru 66.

   e. Include instructions for entering the limited Payment Review Period for individuals with a Citizen/ID code of '65' or '66' and identified as Afghan (AF) or Iraqi (IZ) in the REF CODE/DATE field.

F.   WF1500 – Medicaid Coverage Procedures

1. WF1501.03.D HMO On-Line Enrollment is revised to include the valid Carolina Access Exempt Number 9999901 for individuals with a Citizen/ID code of 60 thru 66.

2. WF1501.08 Individual and Medicaid Eligibility History Inquiry is revised to display the 'Alien ID' field on the Individual Inquiry Screen.

3. WF1502.01 How to Enter the Carolina Access Code is revised to include a note that the Carolina Access Exempt Number 9999901 for individuals with a Citizen/ID code of 60 thru 66 is automatically entered by EIS.

G.   WF1600 – TDC-TANF Collection Report Instructions

WF1600.02 System Access is being revised to update the new contact phone number (919) 733-4530, for Barbara D. Simpson.

H.   EP800 – System Generated Reports

EP800 – A. List of Reports and B. Description of Reports are being revised to include the new weekly Employment Services Case Management Report for Week of CCYY-MM-DD, for the Report Month MMCCYY.

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. 2-2008

3.   Click on the "<u>CN 2-2008</u>" 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 <u>http://www.adobe.com/</u>

To update your current hard copy of the manual:

REMOVE		INSERT	
SECTION	**PAGES**	**SECTION**	**PAGES**
WF200	**1-2, 23-24**	**WF200**	**1-2, 23-24**
WF300	**1-2, 9-10**	**WF300**	**1-2, 9-10**
WF700	**1-2, 5-8, 11-30**	**WF700**	**1-2, 5-8, 11-30**
WF800	**1-2, 7-14**	**WF800**	**1-2, 7-14**
WF1100	**1-58**	**WF1100**	**1-67**
WF1500	**1-4, 13-14, 19-20**	**WF1500**	**1-4, 13-14, 19-20**
WF1600	**1-2**	**WF1600**	**1-2**
EP800	**1-2, 19-22**	**EP800**	**1-2, 19-23**

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

Sincerely,

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

HB:th/wc
Attachments
WF_CN2-2008
WFum200
WFum300
WFum700
WFum800
WFum1100
WFum1500
WFum1600
WFep800