CHANGE NOTICE FOR MANUAL

DATE: September 3, 2008

MANUAL: Work First User's Manual

CHANGE NO.:   **3-2008**

TO: County Directors of Social Services

EFFECTIVE: **September 22, 2008,** 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.   Table of Contents

The Table of Contents is being revised to:

1.   Change WF200 title from COMMON NAME DATA BASE to COMMON NAME DATA SERVICE.

2.   Change WF200.05 title from Changes To Data In The Common Name Data Base to Changes To Data In CNDS.

3.   Change WF700.01 title from DSS-8124, DSS-8125, And Check History Codes to Case Level Coding.

4.   Add WF700.02 Individual Level Coding.

5.   Add EP601 Historical Data Entry.

B.   WF200 - Common Name Data Service (CNDS)

1.   WF200 is being revised to change the name from Common Name Data Base to Common Name Data Service (CNDS) and to change acronym from CNDB within the section to CNDS.

2.   WF200.03 is being revised to include B. Resolving Duplicate IDs and a link to the EIS Manual for instructions in completing Duplicate ID Resolution – Form 8128 used to combine duplicate individual ID numbers.

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

1.   WF700.01 is being revised to change the title from DSS-8124, DSS-8125, and Check History Codes to Case Level Coding.

2.   WF700.02 Individual Level Coding is being revised to include the new definition for JOBS/Work Registration code 'I', 'A parent providing care for a disabled family member living in the home, provided that there is a medical documentation to support the need for the parent to remain in the home to care for the disabled family member.'

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

1.   WF1100.03 B. MRA or Sanction is being revised to clarify:

        a.   When approving with a current sanction, do not enter any payment(s) in the retro payment field(s) of the DSS-8125. The system does not allow.

        b.   When approving with a new sanction, the payment(s) entered in the retro payment(s) field does issue the benefit based on the information entered and is displayed in Check History as Pay Type '1'.

2.   WF1100.03 C. Substance Abuse Sanction is being revised to include instructions to enter Retro Pay amount(s) and date(s) if appropriate.

3.   WF1100.05 Making Changes to an Active Case is being revised to include instructions to enter the E&T Code and Date (CCYYMM) for each adult. The affected sections are:

        F. Applying an MRA Sanction to an Ongoing Case
        G. Applying a Substance Abuse Sanction to an Ongoing Case
        H. Benefit Diversion
        I. Payment Revision
        J. Reviews
        K. Terminations
        L. 1. Transfer from AAF Payment Type '1', '2' or 'S' To MAF-C
        L. 9. Ending an MRA or IV-D Sanction to an Ongoing Case
        L. 10. Ending a Substance Abuse Sanction to an Ongoing Case
        L. 11. Change of Address
        N. Deleting an Individual
        P. Substitute/Protective Payee
        Q. Grant Recoupment
        R. Changes in the Individual Case Status Indicator
        S. Stepparent Indicator

4.   WF1100.06 A. Administratively Reopening a Terminated Case (Change Code '99') is being revised to include instructions to enter the E&T Code and Date (CCYYMM) for each adult.

E.   EP200 – System Access

1.   EP200.01.D. Logon Procedures is being revised to add two new options to the Employment Programs Information System Main Menu:

        Option 8 – HISTORICAL HOURS – ADD
        Option 9 – STATE USE ONLY

2. EP200.02.A. Accessing The Data Entry Screen is being revised to update the Client Participation Record to change UPDATE HIST to HIST, ASSESSMENT to ASSMT, and remove data element SANCTION.

F. **EP300 – EPIS Inquiries**

1. EP300.01 Participant Data Information – The EPIS Participant Data screen is revised to include TWO PAR, ETHNICITY, and LANGUAGE data elements and to remove data elements UPCASE, TARGET, and GROUP STATUS.

2. EP300.02 Participant Component Information – The EPIS Component Inquiry screen is revised to remove the data element TARGET and include a new column titled HIST, WEEKS changed to WKS, and a new function key PF2=HIST DATA ENTRY.

3. EP300.03 Participant Employment Information – The EPIS Employment Inquiry screen is revised to remove the data element TARGET and include a new column titled HIST, WEEKS changed to WKS, and a new function key PF2=HIST DATA ENTRY.

4. EP300.04 Name Search – The EPIS Name Search screen is revised to include the new data element ETH (Ethnicity).

G. **EP500 - Codes**

EP500 Codes, FIELD 10. PROGRAM STATUS (Not Participating) is being revised to include the new definition for code 'I', 'A parent providing care for a disabled family member living in the home, provided that there is a medical documentation to support the need for the parent to remain in the home to care for the disabled family member.'

H. **EP600 – Data Entry**

EP600.12 Error Messages is being revised to include the new message prompt for Historical Data Entry, 'WFJ168 – Press ENTER If OK or <PF3> To Exit.'

I. **EP601 – Historical Data Entry**

EP601 Historical Data Entry is a new section to provide instructions for entry of employment hours and certain specified components for previous report months.

J. **EP700 – Administrative Procedures**

EP700.01C Correcting Erroneous Data is being revised to include contacting the Information Support Unit and including the new Fax number (919) 334-1052.

K. **EP800 – System Generated Reports**

EP800 System Generated Reports - A. List of Reports and B. Description of Reports are being revised to include the new Historical Data Entry report entitled: EPIS Historical Client Record Data Keyed.

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. 3-2008.

3.   Click on the "CN 3-2008 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 hard copy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
TOC	1-4, 7	TOC	1-4, 7
WF200	1-25	WF200	1-25
WF700	1-2, 13-14	WF700	1-2, 13-14
WF1100	1-2, 7-12, 33-67	WF1100	1-2, 7-12, 33-68
EP200	1-3	EP200	1-3
EP300	1-4	EP300	1-4
EP500	1-4	EP500	1-4
EP600	1-2, 25	EP600	1-2, 25
EP601	Nothing to Remove	EP601	1-10
EP700	1-2	EP700	1-2
EP800	1-2, 23	EP800	1-2, 23-24

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:ba
Attachments
WF_CN3-2008
WFumTOC
WFum200
WFum700
WFum1100
WFep200
WFep300
WFep500
WFep600
WFep601

WFep700
WFep800