

## CHANGE NOTICE FOR MANUAL

DATE: October 21, 2008

**MANUAL:** Work First User's Manual

**CHANGE NO.:** 4-2008

**TO:** County Directors of Social Services

**EFFECTIVE:** **October 21, 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.

Many of the changes described below are the result of the Deficit Reduction Act of 2005. The Act required new fields to be added to EPIS and to the TANF Data Collection (TDC) System, as well as new values for several fields in the TDC. While making the DRA required changes, we have included edit checks and removed codes that no longer apply to some screens in the TDC in response to the most common errors users make in the system. In addition to the significant changes described below, there are additional TDC edits that staff should review in Section 1600 prior to entering data into the TANF Data Collection System beginning with the October 2008 sample.

### II. SPECIFIC CHANGES

#### A. Table of Contents

The Table of Contents is being revised to add EP602 Participant Tracking.

#### B. WF1600 TDC – TANF Data Collection Report Instructions

1. WF1600.05.C. – Relationship to Head-of-Household is being revised to remove codes that do not apply.
2. WF1600.05.G. – Education is being revised to remove codes that do not apply.
3. WF1600.05.H. – Work Eligible is being revised to remove codes that do not apply and to add new codes required as a result of DRA.
4. WF1600.05.I. – Is being revised to add the new field Number of Deemed Core Hours (Wkly). All other items that follow have been renumbered.
5. WF1600.06.B. – Relationship to Head-of-Household is being revised to remove codes that do not apply.
6. WF1600.06.D. – Education Level is being revised to remove codes that do not apply.
7. WF1600.07 – The Affiliate Data Screen section is being revised throughout indicating which fields are optional based on the Family Affiliation Code.

8. WF1600.07.I. – Work Eligible is being revised to remove codes that do not apply and to add new codes required as a result of DRA.
9. WF1600.07.Q. – Is being revised to add the new field Number of Deemed Core Hours (Wkly). All other items that follow have been renumbered.

**C. EP200 – System Access**

1. EP200.01.D. Logon Procedures is being revised to change Option 9 from STATE USE ONLY to PARTICIPANT TRACKING.
2. EP200.02.A. Accessing The Data Entry Screen is being revised to add two new fields, EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours).

**D. EP300 – EPIS Inquiries**

1. EP300.02 Participant Component Information – The EPIS Component Inquiry screen is revised to add two new fields, EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours).
2. EP300.04 Name Search – The EPIS Name Search results screen is being revised to remove individual names.

**E. EP400 – DSS-6908**

EP400.03 DSS-6908 Data Fields, B. Program Participation Data, is being revised to include two new fields, 40A Excused Absence Hours and 40B Holiday Hours.

**F. EP600 – Data Entry**

1. EP600.02 Component Participation Reporting Procedures is being revised to add F. Excused Absence Hours (Field 40A) and Holiday Hours (Field 40B).
2. EP600.06 Changes, C. Changes on Monthly Report Data for Program Participation, is being revised to include Field 40A Excused Absence Hours and Field 40B Holiday Hours.
3. EP600.12 Error Messages is being revised to:
  - a. Correct the contact phone number from 733-9100 to 855-3200 in error message WFJ002 and contact information in the error message detail to DHHS Customer Support.
  - b. Correct the contact information to DHHS Customer Support, (919) 855-3200, Option 2 for error messages WFJ031, WFJ032, WFJ033, WFJ034, WFJ049, and WFJ056.
  - c. Add the following new error messages:
 

WFJ169 – EPIS Access De-Activated Call Customer Support  
919-855-3200.

WFJ170 – Excu Hrs Only Allowed with ‘AW’, ‘CS’, ‘ED’, ‘JS’, ‘ST’, ‘VT’ Compnts

WFJ171 – Excused Absences Cannot Exceed 16 Hours

WFJ172 – Excused Absences Cannot Exceed 80 Hours in 12 Month Period

WFJ173 – Hol Hrs Only Allowed with ‘AW’, ‘CS’, ‘ED’, ‘JS’, ‘ST’, ‘VT’ Cmpnts

WFJ178 – Countable ‘JS’ Hours Cannot Exceed 240 Hrs/Year For This Individual

WFJ179 – Countable ‘JS’ Hours Cannot Exceed 360 Hrs/Year For This Individual

#### G. EP602 – Participant Tracking

EP602 Participant Tracking is a new section to provide instructions for tracking countable Job Search (JS) Hours and Weeks, Excused Absence Hours, and Holiday Hours.

### 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. 4-2008.
3. Click on the “CN-4-2008” 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	1-2, 7	TOC	1-2, 7
WF1600	1-23	WF1600	1-24
EP200	1-3	EP200	1-3
EP300	1-2, 5-6	EP300	1-2, 5-6
EP400	1-2, 11-15	EP400	1-2, 11-15
EP600	1-2, 5-25	EP600	1-2, 5-27
EP602	NO PAGES TO REMOVE (NEW SECTION)	EP602	1-4

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 with a long, sweeping underline.

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

HB:ba  
Attachments  
[WF\\_CN4-2008](#)  
[WFumTOC](#)  
[WFum1600](#)  
[WFep200](#)  
[WFep300](#)  
[WFep400](#)  
[WFep600](#)  
[WFep602](#)