

CHANGE NOTICE FOR MANUAL

DATE: May 26, 2009

MANUAL: Work First User's Manual
CHANGE NO.: 1-2009
TO: County Directors of Social Services
EFFECTIVE: June 1, 2009, 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 add WF1700 State Office Contacts.

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

WF700.02 Individual Level Coding is being revised to:

1. Remove Family Status Code O (Other Specified Relative).
2. Change title Work First Participation (JOBS/Work Reg) to Work Registration Codes and change the subtitles from:
 - a. Participating to Work Eligible Individuals
 - b. Not Participating to Non-Work Eligible Individuals
3. The following Work Registration Codes are considered Work Eligible and display in the Work Eligible Individuals table.

F	Disabled and incapacitated individuals
G	Individuals age 65 and over
H	Unable to participate because assistance with necessary child care and transportation cannot be located or provided

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

1. WF1100.03.B.1.a. – MRA or IVD Sanction is being revised:
 - a. Case Level – Allow up to 8 months for the Payment Review Period if the Citizen/ID code is '65' or '66' and the Refugee Status Code is 'AF' or 'IZ'.

b. Individual Level

- (1) Remove the note EIS does not allow Citizen/ID codes 60 thru 66 when the payment type is "S".
- (2) Add under 6. Citizen/ID Code and Date (MMDDCCYY) the Note: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.
- (3) Add 7. ALIEN ID - if appropriate, enter the Alien Identification number.
- (4) Add under 15. Carolina Access the Note: For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a CAROLINA ACCESS Exempt Number of 9999901.

2. WF1100.03.C. Substance Abuse Sanction, Case Level, is being revised to change the Payment Review Period from 1 to 6 months to 1 to 8 months if the Citizen/ID Code is '65' or '66' and the Refugee Status code is 'AF'.
3. WF1100.03.H. Work First Applications and Inclusions, Case Level, is being revised to change the Payment Review Period from 1 to 6 months to 1 to 8 months if the Citizen/ID Code is '65' or '66' and the Refugee Status code is 'AF'.

D. WF1400 – Tracking Functions

WF1400.07 Work First/Transitional Quarterly Reporting is being revised to include the criteria, Families that contain a child(ren) age 18 who is expected to graduate from high school by the 19th birthday.

E. WF1600 TDC – TANF Data Collection Report Instructions

WF1600.10 Review for Completion and Accuracy is being revised to include descriptions of TANF Data Collection (TDC) queries available in Client Services Data Warehouse (CSDW) to review data entry accuracy in the TDC system.

F. WF1700 State Office Contacts

WF1700 State Office Contacts is a new section created to list various sections/divisions, their contact information, and when to contact.

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. 1-2009.
3. Click on the "CN-1-2009" 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
Table of Contents	1-2, 5-7	Table of Contents	1-2, 5-7
WF700	1-2, 7-8, 13-14, 19-20, 27-30	WF700	1-2, 7-8, 13-14, 19-20, 27-30
WF1100	1-2, 5-68	WF1100	1-2, 5-68
WF1400	1-2, 9-10	WF1400	1-2, 9-10
WF1600	1-2, 23-24	WF1600	1-2, 23-30
		WF1700	1-5

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_CN1-2009](#)
[WFumTOC](#)
[WFum700](#)
[WFum1100](#)
[WFum1400](#)
[WFum1600](#)
[WFum1700](#)