CHANGE NOTICE FOR MANUAL

DATE: May 23, 2012

MANUAL: Work First User's Manual

CHANGE NO.:   1-2012

TO: County Directors of Social Services

EFFECTIVE: **June 1, 2012,** 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

1.   WF404 Employment Security Commission (ESC) is being revised to:

a.   Remove reference to Employment Security Commission.

b.   Reserve WF404 for future use.

2.   WF408 Employment Security Client System (ESC) is being revised to:

a.   Remove WF408.01 ESC Access.

b.   Remove WF408.02 First Stop.

c.   Reserve WF408 for future use.

B.   WF200 Common Name Data Service

WF200.01.E. Name/SSN Search/Individual ID Assignment is being revised to add instructions on how to complete a Hispanic name search.

C.   WF300 EIS Inquiries

1.   WF301.01.C. Social Security Number-Application Inquiry is being revised to add field CIT to the inquiry screen.

2.   WF301.02.A. Pending Applications is being revised to add field CIT to the inquiry screen.

3.   WF301.02.B. Disposed Applications is being revised to add field CIT to the inquiry screen.

D.   WF400 Verification Inquiries

1.   WF404 Employment Security Commission (ESC) is being revised to:

a.   Remove reference to Employment Security Commission.

    b.   Reserve WF404 for future use.

  2.   WF408 Employment Security Client System (ESC) is being revised to:

    a.   Remove WF408.01 ESC Access.

    b.   Remove WF408.02 First Stop.

    c.   Reserve WF408 for future use.

E.   WF610 Reports

  1.   WF610.01.A.1.d.11 Special Messages is being revised to add HX as a status code.

  2.   WF610.01.A.2.a.9 Special Messages is being revised to add HX as a status code.

  3.   WF610.01.B.4.a.42 Special Messages is being revised to add the message 'RESOLVE CITIZENSHIP MMDDCCYY'.

F.   WF700 DSS-8124, DSS-8125, and Check History Codes

  1.   WF700.02 Individual Level Coding – Citizenship/Identity is being revised to:

    a.   Add Citizenship/Identity Code 97 - The applicant has indicated Y-YES for citizenship but the SSA response does NOT indicate citizenship.

    b.   Add Citizenship/Identity Code 98 - Individual declares citizenship but there is no documentation in the record.

    c.   Remove Citizenship/Identity Code 99 from the table.

    d.   Change the age limit under Educational Level from age 20 to age 19.

    e.   Change the age limit under Education Related to Employment from 20 to 19.

  2.   WF701.01 Denial Codes

    a.   WF701.01.E. Citizenship/Identity is being revised to add denial code 'N1'.

    b.   WF701.01.G. is being revised to remove denial code B7 from the table.

    c.   Add the new denial code 'C5' to the table.

  3.   WF701.02 Withdrawal Codes is being revised to remove withdrawal code W6 from the table.

4.   WF701.03 Approval Codes

WF701.03.C. Citizenship/Identity is being added to include the new approval code 'B8' to be used when approving a Work First case that included an individual with citizenship code "97".

NOTE: This code is inapplicable for Benefit Diversion applications.

5.   WF702 Change Codes

    a.   WF702.A. Deletions of Any Members of the Case (Including Children) is being revised to:

        (1)   Add the timely code 4W.

        (2)   Add the adequate code 9W.

    b.   WF702.J.1 Program Transfer Codes AAF Pay Type 1, 2 or S to MAF, MIC, MPW, AAF Payment Type 4, or AAF Payment Type 5 is being revised to:

        (1)   Remove adequate code 6B.

        (2)   Remove timely code 1B.

        (3)   Reword timely code 7Z.

        (4)   Reword adequate code 1Z.

        (5)   Add the new transfer '8B'.

6.   WF703 Termination Codes – DSS-8110A

WF703.C. is revised to:

    a.   Add the adequate code 6R.

    b.   Add the timely code 2R.

G.   WF800 DSS-8124 Screen Instructions

1.   WF800.02.D. is revised to:

    a.   Add field CTZ on the EIS Form 8124 screen.

    b.   List the CTZ values (X, Y or N).

2.   WF800.02. E. is added to:

    a.   Display a second EIS Form 8124 screen with the new field 'Z'.

    b.   List the values for the code 'Z'.

    c.   Display SSA responses.

        d.   Add the SSA response values table.

    3.   WF800.03 Making Changes to a Keyed Application

        WF800.03.A. is revised to add the new 'Z' code to the table.

H.   **WF1100 On-Line DSS-8125 Screen Instructions**

    1.   WF1100.01 is being revised to add the OTH UNEARN field to the DSS 8125 screen.

    2.   WF1100.03 Application Approvals, Individual Level

        a.   WF1100.03.A.7. Benefit Diversion – Individual Level is being revised to add the Citizenship Individual Overlay Codes Table.

            Note: Section has been renumbered.

        b.   WF1100.03.B.7. Individual Level, MRA or IVD Sanction (Child Only) is being revised to add the Citizenship Individual Overlay Codes Table.

            Note: Section has been renumbered.

        c.   WF1100.03.C.8. Individual Level, Work First Benefits Approvals Including Substance Abuse Sanctions Payment Type '2' is being revised to add the Citizenship Individual Overlay Codes Table.

            Note: Section has been renumbered.

        d.   WF1100.03.H.8. Individual Level, Work First Applications and Inclusions is revised to add the Citizenship Individual Overlay Codes Table.

            Note: Section has been renumbered.

        e.   WF1100.03.I. Individual Level, Inclusions of an Adult(s) After Compliance with Child Support is being revised to add Citizenship Individual Overlay Codes Table.

            Note: Section has been renumbered.

    3.   WF1100.05 Making Changes to An Active Case

        a.   WF1100.05.F.10.b. Applying an MRA Sanction to an Ongoing Case is being revised to add the Citizenship Individual Overlay Codes Table.

        b.   WF1100.05.G.5. Benefit Diversion is being revised to add number 1-5 and add the Citizenship Individual Overlay Codes Table.

        c.   WF1100.05.H.3. Payment Revision is being revised to add the Citizenship Individual Overlay Codes Table.

        d.   WF1100.05.I. Eligibility Reviews is being revised to add the Citizenship Individual Overlay Codes Table.

e.   WF1100.05.K.1. Transfer from AAF Payment Type '1', '2', or 'S' to MAF-C is being revised to add the Citizenship Individual Overlay Codes Table.

f.   WF1100.05.K.2. Transfer from MAF-C to AAF Payment Type '1' is revised to add the Citizenship Individual Overlay Codes Table.

g.   WF1100.05.K.4. Change from AAF Payment Type '1' to AAF Payment Type '2' or 'S' is revised to add the Citizenship Individual Overlay Codes Table.

h.   WF1100.05.K.5. Change from AAF Payment Type '2' or ' S' to AAF Payment Type '1' (Child Only) is revised to add the Citizenship Individual Overlay Codes Table.

i.   WF1100.05.K.6.b. Change from AAF Payment Type '1', '2', or 'S' to AAF Payment Type '4' or '5' is revised to add the Citizenship Individual Overlay Codes Table.

j.   WF1100.05.K.7.b. Change from AAF Payment Type 'S' to AAF Payment Type '1' or '2' is revised to add the Citizenship Individual Overlay Codes Table.

k.   WF1100.05.K.8.b. Program Transfer from AAF Payment Type '4' or '5' to MAF-C is being revised to add the Citizenship Individual Overlay Codes Table.

l.   WF1100.05.K.9.j. Ending an MRA or IVD Sanction to an Ongoing Case is being revised to add the Citizen Individual Overlay Codes Table.

m.   WF1100.05.K.10. Change of Address is being revised to add the Citizenship Overlay Codes Table.

n.   WF1100.05.M.2. Deleting an Individual is revised to add the Citizenship Overlay Codes Table.

o.   WF1100.05.N. Change of Caretaker or Name Change for the Caretaker is revised to add the Citizenship Overlay Codes Table.

p.   WF1100.05.O. Substitute/Protective Payee is revised to add the Citizenship Overlay Codes Table.

q.   WF1100.05.P. Grant Recoupment is revised to add the Citizenship Overlay Codes Table.

r.   WF1100.05.Q. Changes in the Individual Case Status Indicator is revised to add the Citizenship Overlay Codes Table.

s.   WF1100.05.R.3. Stepparent Indicator is revised to add the Citizenship Individual Overlay Codes Table.

4.   WF1100.06 Making Changes to an Inactive (Terminated) Case

WF1100.06.A.8. Administratively Reopening a Terminated Case (Change Code 99) is revised to add the Citizenship Individual Overlay Codes Table.

I.   WF1200 Benefit Issuance

WF1200.04 General Instructions – DMA-5022.I.D is being revised to change the wording from: Reimbursement for county-issued regular payments to Reimbursement for county-issued adjusted payments.

J.   WF1300 Work First Benefits

1.   WF1300.02 Accessing the Work First Benefits Screen is revised to add field DATE "I" KEYED on the Work First Benefits screen.

2.   WF1300.07 Work First Benefits History is revised to add field DATE "I" KEYED for all issued checks on the Work First Benefits history screen.

K.   WF1400 Tracking Functions

WF1400.08 Job Quit Tracking has been added as a new section.

L.   WF1600 TDC-TANF Collection Report Instructions

1.   WF1600.02 System Access A. is being revised to indicate that workers needing access to the TDC-TANF Data Collection System must complete an electronic Information Resource Access Authorization Form (e-IRAAF).

2.   WF1600.02 System Access F. is being revised to change the Data Management Team as the source contact for locked cases that are active in the sample and to change the contact phone number.

3.   WF1600.02 System Access F. is being revised to update the following:

The TANF sample includes both active and closed cases:

a.   Stratum 1 = Newly approved cases (child only, one parent, and two-parent cases); A total of 80 cases for the State will be sampled each month.

b.   Stratum 2 = On-going all-family cases (including child-only and one parent cases, no two-parent cases); A total of 210 cases for the State will be sampled each month.

c.   Stratum 3 = Closed cases (terminated from assistance the prior month). These cases require responses based on the last month the case was active. A total of 100 cases for the State will be sampled each month.

d.   Stratum 4 = On-going two-parent cases (any two parent cases, incapacitated or able-bodied cases); A total of 100 cases for the State will be sampled each month.

4. WF1600.03 General Rules for Data Completion for TANF Sample Cases K. is revised to change Work First Representative to Work First Program Consultant.

M. **EP400 DSS-6908**

1. EP400.03 DSS- 6908. Case Data Fields A. Monthly Report Date Field 38 is revised to change the Monthly Report Date format to YYMM.

2. EP400.03 DSS- 6908. Case Data Fields A. Monthly Report Date Field 47 is revised to change the Monthly Report Date format to YYMM.

N. **EP602 Participant Tracking**

1. EP602.02 Access to Participant Tracking is revised to:

a. Change the PF11 key to display Component data.

b. Change the PF12 key to display Employment data.

2. EP602.03 Participant Tracking Screen is revised to include the statement 'The Participant Tracking screen will display the previous month as the most recent month listed if the current month date is prior to the 20th and no Component or Employment data has been keyed for the current month.

O. **EP800 System Generated Reports**

1. EP800.A. New report Work First Benefits checks that are in HOLD status on the WB Screen has been created. NCXPTR NAME: **DHREJA WF CHECKS IN HOLD STATUS**

2. EP800.A. New report Potential adults on a pending AAF application has been created. NCXPTR NAME: **DHRWFJ Pending WF Applications**

III. **INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST USER'S MANUAL**

To maintain your current hard copy of the Work First User's Manual:

A. Go to the DSS On-Line Manuals Change Notice website at

http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/chg/

B. Click on Change No. 1-2012.

C. Click on the "CN 1-2012" and attachment links at the bottom of the page to print the Change Notice and the attached documents.

D. 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:

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

Sincerely,

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

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Attachments
WF_CN1-2012
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WFum200
WFum300
WFum400
WFum610
WFum700
WFum800
WFum1100
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