

**DSS ADMINISTRATIVE LETTER Family Support and Child Welfare Services 08-03  
(Work First)**

**TO:** County Directors of Social Services  
**ATTENTION:** Work First Supervisors  
Program Integrity Supervisors  
**DATE:** December 16, 2003  
**RE:** Social Security Cost-of-Living Increase for 2004  
**EFFECTIVE:** January 1, 2004

**I. GENERAL INFORMATION**

The purpose of this letter is to outline procedures for implementing the 2004 Social Security cost-of-living increase for Work First cases only.

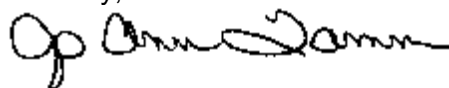
Effective January 1, 2004, recipients of Social Security (RSDI) and Supplemental Security Income (SSI) will receive a 2.1% cost-of-living increase. In the past, these increases were budgeted in Work First cases via a State implemented mass change. The State will **not** conduct this mass change; therefore, counties will be required to add this increase in income at the household's first change in situation, application, or review on or after January 1, 2004.

**II. IMPLEMENTATION PROCEDURES**

- A. Apply this policy to the next review, application, or change in situation on or after January 1, 2004. Do not key any new SSA/SSI increases prior to January 1, 2004.
- B. Verify the new amount of the household's SSA/SSI payments in SDX/ BENDEX.
- C. When the increase in SSA/SSI income is added at the household's first change in situation, application or review, no overpayment will exist for the prior months. If the increased income is not included in that first change in situation, application, or review, any overpayment that occurs in the following months is a county responsible overpayment and should not be charged to the household.

If you have any questions regarding this information, please contact your Work First Representative.

Sincerely,



Jo Ann Lamm, Program Administrator  
Family Support and Child Welfare Services

**Cc:** Work First Representatives  
Family Support and Child Welfare Services Team Leaders  
Local Business Liaisons  
Sarah Barham  
Pheon Beal  
Sherry Bradsher