

**DSS ADMINISTRATIVE LETTER
FAMILY SUPPORT AND CHILD WELFARE SERVICES
FSCWS-02-08
ECONOMIC SERVICES 01-2008**

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Supervisors

Food and Nutrition Services Supervisors

DATE: MARCH 11, 2008

SUBJECT: INCOME OF TEMPORARY CENSUS WORKERS

EFFECTIVE DATE: UPON RECEIPT

The purpose of this letter is to provide instructions to county departments of social services on the treatment of income for temporary census workers in the Work First and Food and Nutrition Services Programs.

I. Background

The North Carolina Division of Social Services received a request from the U. S. Census Bureau asking for an exemption of income from temporary census employment during the 2008 Census Dress Rehearsal that is being held in North Carolina. The disregard of this income will allow the Census Bureau to hire people to work in the neighborhoods in which they live to ensure the workforce reflects the diversity of the United States population. The 2008 Census Dress rehearsal will take place in a nine county area in North Carolina. The following counties are included: Chatham, Cumberland, Harnett, Hoke, Lee, Montgomery, Moore, Richmond and Scotland.

The income from temporary census employment will be disregarded in the Work First Program. **The Food and Nutrition Services Program will not disregard income received by temporary census workers in determining eligibility and benefits.** Please note that this exclusion applies to temporary census workers only; income received by permanent census workers will be treated as countable earned income in both programs.

II. Implementation Instructions

A. Work First

The instructions and implementation process for the treatment of temporary census income in the Work First program are as follows:

1. For applicants/recipients who receive earnings from temporary census employment from February 1, 2008 through December 31, 2008, take the following actions.

- a. Exclude as income any wages received from temporary census employment during this period.
- b. This period of disregard is retroactive to February 1, 2008, and, as you become aware of any cases in which income was not excluded in February and March 2008, benefits should be supplemented.
- c. Complete and send a [DSS-8194](#), Income Maintenance Transmittal Form, to Food and Nutrition Services notifying them of the temporary census employment.

1. For applicants/recipients who received income from temporary census employment prior to February 1, 2008, take the following actions.

- a. Count as earned income through January 31, 2008.
- b. For any pending applications, treat as terminated income by counting actual wages in each month through January 2008.
- c. As counties become aware of cases in which income was not excluded, evaluate for supplemental benefits for February 2008 and any subsequent months.
- d. Complete and send a [DSS-8194](#), Income Maintenance Transmittal Form, to Food and Nutrition Services notifying them of the temporary census employment.

2. For Work First recipients receiving Employment Services, the temporary census employment contributes to the participant's required hours.

- a. Refer to [Work First Manual Section 118](#), Work Requirements and Services, for information regarding the documentation and reporting of employment hours.
- b. Due to the nature and duration of temporary census employment, do not project hours of employment.

c. Complete and send a [DSS-8194](#), Income Maintenance Transmittal Form, to Food and Nutrition Services notifying them of the temporary census employment.

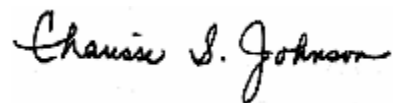
B. Food and Nutrition Services

The instructions for the treatment of temporary census income for Food and Nutrition Services (FNS) are as follows:

1. Include the wages of temporary census workers in the FNS unit's budget. Complete and send a [DSS-8194](#), Income Maintenance Transmittal Form, to Work First notifying them of the temporary census employment.
2. Wages earned from temporary census employment must be treated as countable earned income.
3. Participating households must report receipt of wages from temporary employment, with the Census Bureau, in accordance with their usual reporting requirements. (Refer to FNS Manual Sections 400, 450 and 500).
4. Counties must react to these reported income changes as specified in the FNS Manual for Standard, Semi-annual, and Simplified recertification categories.

If you have any questions regarding this information, please contact your Work First Representative or Food and Nutrition Services & Energy Program Representative.

Sincerely,



Charisse S. Johnson, Chief

Family Support and Child Welfare
Services Section



Dean Simpson, Chief

Economic Services Section

cc: Sherry Bradsher

JoAnn Lamm

Sarah Barham

Hank Bowers

Adonica Hampton

Family Support and Child Welfare Team Leaders

Local Business Liaisons

Work First Representatives

Food and Nutrition Services & Energy Program Representatives

Children's Program Representatives