

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 3-2016  
(Work First)**

**TO:** County Directors of Social Services

**ATTENTION:** Work First Program Administrators, Managers, and Supervisors

**DATE:** March 30, 2016

**SUBJECT:** Work First Services for Low Income Families and Work First Services Survey for 2015 - 2017

**EFFECTIVE DATE:** April 1, 2016

**I. GENERAL INFORMATION**

The Temporary Assistance for Needy Families (TANF) State Plan requires all counties to provide Work First Services for Low Income Families At or Below 200% of the Federal Poverty Level (FPL). Counties must choose at which income level they will provide services, 150% or 200%. Other federal poverty levels are not allowed when determining eligibility for Work First Services. Please refer to [DSS Administrative Letter No. Economic and Family Services 02-2016](#) for the **allowable** federal poverty levels for 2016.

**II. POLICY PROCEDURES**

The Division is requesting the completion of the attached survey by each county to designate at which income level they will provide Work First Services for **State Fiscal Years (SFY) 2015-2016 and 2016-2017**. The survey selections will be stored in NC FAST for every county. When counties process cases for Work First Services, their designated FPL will be used for the eligibility determination.

For SFY 2015-2016, the survey must reflect the FPL at which the social services agency is currently providing Work First Services.

County social services agencies may amend their designation by providing written notification to the Division each SFY. This is to ensure that all applicants are provided an equal opportunity to receive benefits or services under the Work First program. Work First Services will continue to be monitored and will result in a monitoring finding and potential County Responsible Overpayment (CROP) if provided differently than reported.

Surveys must be completed and submitted by **April 29, 2016**. If the survey is not completed and returned by the deadline above, it will be documented that the county will offer Work First Services **at 200% of the Federal Poverty Level**.


### III. IMPLEMENTATION INSTRUCTIONS

Effective April 1, 2016, counties that are providing Work First Services at 200% of the Federal Poverty Level are required to process services in the NC FAST system. NC FAST will only determine eligibility for Work First Services based on 200% of the Federal Poverty Level.

Counties that currently determine eligibility for Work First Services at 150% of the FPL must process Work First Services outside of the NC FAST system until further notice. Notification will be provided to counties once processing for Work First Services at 150% of the FPL is available in NC FAST.

If there are questions, please contact [sharon.d.moore@dhhs.nc.gov](mailto:sharon.d.moore@dhhs.nc.gov) or (919) 527-6313.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a large initial "D".

David Locklear, Chief  
Economic and Family Services

Attachment:

[Work First Services Survey](#)