

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 4-2018**  
**EFS\_WF\_AL-4-2018**  
**Work First Program**

**TO:** County Directors of Social Services

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

**DATE:** April 27, 2018

**SUBJECT:** Work First Services for Low Income Families and the 2018 Federal Poverty Income Guidelines  
**IMMEDIATE ATTENTION**

**I. GENERAL INFORMATION**

The purpose of this letter is to provide the United States Department of Health and Human Services (HHS) Poverty Guidelines for 2018 and eligibility procedures for Work First Services. These procedures also apply to coding for administrative purposes when using funds for TANF eligible families.

Each year HHS issues poverty guidelines, which are published in the Federal Register. These guidelines are used to develop the following charts. The charts are used to determine income eligibility for Work First Services for Low Income Families at or Below 200% of Poverty.

**200% of Federal Poverty Income Guidelines for 2018 – (Monthly Income Limits)**

Family Size	1	2	3	4	5	6	7	8
200%	\$2,024	\$2,744	\$3,464	\$4,184	\$4,904	\$5,624	\$6,344	\$7,064

**For each additional family member add \$720.**

**150% of Federal Poverty Income Guidelines for 2018 – (Monthly Income Limits)**

Family Size	1	2	3	4	5	6	7	8
150%	\$1,518	\$2,058	\$2,598	\$3,138	\$3,678	\$4,218	\$4,758	\$5,298

**For each additional family member add \$640.**

**II. POLICY PROCEDURES**

The eligibility determination process is completed in NC FAST via the Work First Services IEG. Once eligibility is determined, complete the [DSS-5027](#), Client Entry Form. The DSS-5027 serves as the application, the notice of rights and service authorization for Work First Services. It also serves as the mechanism for tracking the specified services. The worker must complete the appropriate sections and provide the applicant

with a copy of the notice. Instructions for completing the DSS-5027 are found in the [Services Information System \(SIS\) Manual](#).

Applicants for Work First Services must meet the eligibility criterion defined in Work First Manual [Section 102](#) and Work First Administrative Letter [EFS WF AL-1-2017](#). As well as any additional eligibility criteria outlined and written in the county agency's Work First Services policy.

Workers may utilize the [DSS-6963-C](#), Mutual Responsibility Agreement - Part C to assist in developing a self-sufficiency plan for adults receiving Work First Services. The worker cannot apply sanctions for non-compliance with the MRA-C for Work First Services.

The [DSS-5327](#), Learning Needs Screening Tool must be offered to all Work First Services applicants, including child-only applicants. The applicant must sign the [DSS-5330](#), Learning Needs Screening Tool Waiver and Consent Agreement.

### III. IMPLEMENTATION PROCEDURES

NC FAST automatically updates the Federal Poverty Limit (FPL) guidelines each year and determines eligibility for services based on the FPL chosen by the county agency, 150% or 200%. County agencies are required to process services in the NC FAST system.

County agencies will be notified, via listserv, when the revised version of DSS-8225/8225sp (Eligibility Worksheet) is available at [NC DHHS Online Publications](#).

### IV. EFFECTIVE DATE

This Federal Poverty Limit guidelines are effective April 1, 2018 and were implemented in NC FAST the aforementioned date. On March 16, 2018, a communication was sent by NC FAST notifying counties that the new Federal Poverty Income Limits for 2018 were updated in NC FAST effective April 1st. Please email any questions regarding this policy to the DSS Economic and Family Services Operational Support Team (OST) at [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov)

Sincerely,



David Locklear, Deputy Director  
Economic and Family Services

DL/sdm