

CHANGE NOTICE FOR MANUAL

MANUAL: Work First

CHANGE NO.: 6-2003

TO: County Directors of Social Services

EFFECTIVE July 1, 2003, make the following changes to the Work First Manual.

I. BACKGROUND

Section 102, Short-Term Services and Benefits, is being revised to clarify issues that have been raised by questions from county staff members and to include more detailed instructions. The changes represent interpretations that have been made recently by Economic Independence staff and/or interpretations that have been received by the State from the federal Office of Family Assistance.

Also, guidance regarding TANF Domestic Violence funds is added to help county agencies spend these funds appropriately.

II. SPECIFIC CHANGES

- Specific requirements are listed to clarify which eligibility requirements of the Work First Family Assistance Program must be met for Benefit Diversion.
- Most references to food stamp benefits are deleted due to the elimination of automated food stamps.
- References to the Work First Appendices are updated to "Work First User's Manual."
- Form DSS-5027 will be used as the application and notice for services to low-income families and for services to non-custodial parents of Work First children. Instructions are added to this section.
- A definition of "employed" is added to the definition of assistance.
- Discussion of the use of TANF Domestic Violence funds is added.
- The Eligibility Worksheet, Figure 1, is being reissued to enhance the form.

III. IMPLEMENTATION INSTRUCTIONS

Apply these changes to all applications taken on or after July 1, 2003.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
102	1-16	102	1-17
Figure 1	Figure 1	Figure 1	Figure 1

This policy has been approved by the Economic Services Committee.

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

Sincerely,

JoAnn Lamm, Program Administrator

Family Support and Child Welfare Services Section

CB/bh

Attachments

[WF102](#)

[WF102 Figure 1](#)