

CHANGE NOTICE FOR WORK FIRST MANUAL

MANUAL: Work First

CHANGE NO: 03-2004 Dated March 22, 2004

TO: County Directors of Social Services

EFFECTIVE: May 1, 2004, make the following changes to the Work First Manual.

I. BACKGROUND

In response to requests from county departments, Work First Section 201, "Reviews for Work First Family Assistance," is being revised to give more specific guidelines for conducting eligibility reviews. It is hoped that these revisions will improve consistency in conducting and documenting reviews.

II. SPECIFIC CHANGES

The most significant change is the addition, at I. B., of a list of required verifications and documentation. Part II is also revised to clarify that a face to face interview is required at least once every twelve months.

III. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
201	1-2	201	1-3

This policy has been reviewed and approved by the Economic Services Committee. If you have any questions, please contact your Work First Representative.

Sincerely,

JoAnn Lamm, Program Administrator

Family Support & Child Welfare Services

JAL:cb

Attachment

Manual Section WF201

cc: Pheon Beal

Sherry Bradsher

Sarah Barham

Local Business Liaisons

Work First Representatives

Family Support and Child Welfare Services Team Leaders