



CHANGE NOTICE FOR MANUAL

DATE: December 1, 2005

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 03-2005

TO: County Directors of Social Services

EFFECTIVE: Immediately, make the following changes to the Work First Manual

I. BACKGROUND

DSS Administrative Letter No. 04-04, issued October 25, 2004, provided guidance on the use of social security numbers for Work First eligibility staff. The DMA 5001 was developed and attached with the DSS Administrative letter to ensure consent was given prior to Income and Eligibility Verification System (IEVS) matches. The 04-04 DSS Administrative letter is being made obsolete by this letter. Based on recommendations made by the Office of Civil Rights (OCR), policy changes have been made on the appropriate use of social security numbers in sections 104,110, and 111. Work First Policy Section 102 is not impacted by the OCR recommendations but does include revised policy on 200% services and language clarification. The use of the DMA 5001 is not obsolete.

II. SPECIFIC CHANGES

Work First Manual Section 102

A. Language clarification was made to remove the term Extended Medicaid and replace with the term Transitional Medicaid. In addition policy in this section was revised to be consistent with DSS Administrative Letter No. 03-05 issued April 7, 2005, requiring that all counties provide 200% services.

Work First Manual Section 104

A. Non- applicant budget unit members are not required to provide a social security number. The number may be requested. However, if the non-applicant refuses to provide a social security number, benefits for otherwise eligible applicants must not be denied or delayed. Continue to assess the non-applicant

budget member for countable resources such as income and assets in determining eligibility.

Work First Manual Section 110

A. The policy was revised to state that non-applicant household members are not required to provide a social security number.

B. The term “Appendices” was replaced with the phrase” Work First User Manual.”

Work First Manual Section 111

A. Clarifies that only the family members in the Work First application are required to be U.S. citizens or lawful residents.

DSS 8228 (form)

A. Note was added to remind staff and non-applicants that the social security number of non-applicants is not required. Citizenship status is not required if the individual is a non-applicant household member. Pages 1 and 2 were updated to reflect the same, with page 1 designated for applicants and page 2 for non-applicant household members. Both pages include the new block for “language preference.” On page 11 the typographical error in “family” was corrected and “a qualified immigrant” replaced the phrase “a legally admitted alien.”

B. Finally, the last page of the workbook was revised to include the phrase “all applicant members must provide social security numbers.” The revised version of this form will be available online and will replace the DSS 8213 (ASAP workbook). In the near future the DSS 8213 will become obsolete. Therefore it is strongly encouraged that counties began using the DSS 8228.

III. IMPLEMENTATION INSTRUCTIONS

This change is effective immediately and makes obsolete DSS Administrative Letter No. 04-04 Family Support and Child Welfare Services.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
102	1-17	102	1-20
104	1-18	104	1-18
110	1-6	110	1-6

111

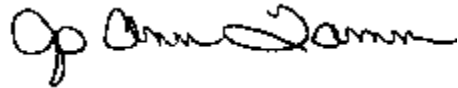
1-17

111

1-17

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jo Ann Lamm, Chief

Family Support & Child Welfare Services Section

JAL/cem

Attachments:

[Wf102](#)

[Wf104](#)

[Wf110](#)

[Wf111](#)

[DSS8228](#)

cc : Pheon Beal

Sherry Bradsher

Sarah Barham

Family Support and Child Welfare Services Team Leaders

Work First Program Representatives

Children's Program Representatives