



CHANGE NOTICE FOR MANUAL

DATE: June 22, 2006

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 04-2006

TO: County Directors of Social Services

EFFECTIVE: Upon receipt

I. BACKGROUND

Federal law requires that the Temporary Assistance for Needy Families (TANF) program comply with the Americans with Disabilities Act (ADA). The purpose of this letter is to clarify existing Work First policy on work requirements for those individuals with a documented medical disability.

II. SPECIFIC CHANGES

Work First Manual Section 103

A. Clarification notes have been added to Section 103 of the Work First Manual that includes language on defining disability in accordance with the ADA, as well as assisting the Work First participant in documenting the medical disability claim.

Work First Manual Section 118

A. Clarification notes have been added to Section 118 of the Work First Manual that includes the same language in section 103.

B. On page 9 the Minimum Average Hours Chart has been revised.

C. On pages 28 and 30, the contract language has been removed.

III. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove Insert

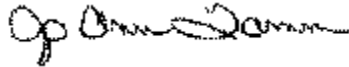
Section Pages Section Pages

103 1-12 103 1-12

118 1-34 118 1-31

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 cursive and somewhat stylized.

Jo Ann Lamm, Chief

Family Support & Child Welfare Services Section

JAL/cem

[WF103.pdf](#)

[WF118.pdf](#)