



CHANGE NOTICE FOR MANUAL

DATE: August 1, 2007
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 02-2007
TO: County Directors of Social Services
EFFECTIVE: September 1, 2007

I. BACKGROUND

The purpose of this Change Notice is to provide policy clarification and consistency. As a result, the following manual sections have been changed: 003, 108, 130 and 201. Policy in section 003 has been revised to clarify that providing services for families at or below 200% of the Federal Poverty Level threshold is no longer an option for counties. The TANF State Plan specifies that each County Department of Social Services must provide 200% services. Language clarification was provided regarding Citizenship requirements for Emergency Assistance and Services for Low Income Families. In addition, policy was updated to include citizenship requirements in the eligibility guidelines for Employment Services for Non-Custodial Parents. Also in Section 003 language regarding Citizenship and Identity requirements has been added for Electing Counties. Examples of services that can be offered to low income families, at or below 200% of the Federal Poverty Threshold and for non-custodial parents have been added to policy. Language has been updated to reflect the changes as a result of Mental Health system reform. Also, clarifying language has been added to ensure only eligible family members are required to have or apply for a social security number. Work First Section 108 has been changed to be consistent with Medicaid requirements regarding verification of State Residency. In Work First Section 130, duplicative language regarding Citizenship and Identity requirements at Review has been removed but the policy remains in section 201. Clarification has been provided for processing time of applications pending for Citizenship and Identity. A note was added to reiterate completing the date screen when reopening an application. For policy clarification, examples were added for approving reapplications when there are existing sanctions. Additionally, policy has been changed in section 201 to eliminate the re-verification of Residency at Review.

II. SPECIFIC CHANGES

Work First Section 003

- A. Language updated from Area Mental Health Authority to Local Management Entity. Also Qualified Substance Abuse Professional was updated to Qualified Professional. In Substance Abuse.
- B. Policy clarification and language was provided to ensure counties provide services to low income families (at or below 200% of the Federal Poverty Threshold).

- C. Section VII., language was added to clarify only eligible family members must have or apply for a social security number
- D. Language was added to clarify Electing Counties must comply with Citizenship and Identity requirements.
- E. Language was changed to be consistent with policy in Manual Section 102 which allows family statement to be accepted, unless questionable, for Citizenship requirements when providing Emergency Assistance and services to Low Income Families.
- F. Section, X., policy was updated to include citizenship as an eligibility requirement for Non-Custodial Parents. Also examples were given of services that can be provided to Non-Custodial Parents.
- G. Language was added to provide examples of services that can be provided to low income families.

Work First Section 108

.Residency verifications must be for physical address of the family.

- A. Language added to verification chart to be consistent with Medicaid policy.
- B. Policy was added to give counties the authority to determine what is considered satisfactory proof of Residency.
- C. Verification may only be done at initial application, unless questionable or Work First Family Assistance has terminated.
- D. References to Manual Sections 114 and 115 were updated.

Work First Section 130

- A. Section 130, III-D2. was removed, the policy remains in Section 201. Language was added to clarify application processing time is five workdays.
- B. Section 130, IV-A2, a note was added regarding use of the Date Screen.
- C. Section VII, policy was clarified regarding reapplication with pre-existing sanctions. Also case examples were added regarding reapplications and sanctions.

Work First Section 201

- A. Policy clarification was added to ensure all required Reviews are conducted face to face.
- B. Language was changed in Section 201, I.B. 13 to clarify processing time for newborn children.
- C. Language was added in Section 201, 1B.14 to obtain the adult's written statement at each review that the legal custody or guardianship status is still valid.

D. Verification of State Residency was removed as a required element at Review.

E. An additional section was added entitled: What If Citizenship and Identity Have Not Been Documented?

III. IMPLEMENTATION INSTRUCTIONS

This policy is effective August 1, 2007.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

| Remove | | Insert | |
|---------|-------|---------|-------|
| Section | Pages | Section | Pages |
| 003 | All | 003 | 1-10 |
| 108 | All | 108 | 1-4 |
| 130 | All | 130 | 1-10 |
| 201 | All | 201 | 1-4 |

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

Sincerely,



Esther T. High, Acting Chief
Family Support and Child Welfare Services Section

ETH/sdm

Attachments:

[Change Notice-02-2007](#)

[WF 003](#)

[WF 108](#)

[DSS-5275](#)

[DSS-5276](#)

[WF 130](#)

[WF 201](#)