



CHANGE NOTICE FOR MANUAL

DATE: November 30, 2007
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 05-2007
TO: County Directors of Social Services
EFFECTIVE: December 1, 2007

I. BACKGROUND

The changes that are addressed in the attached section of the Work First Manual are to revise the resource policy, clarify and define motor vehicle, clarify the policy on deeming resources to an immigrant from a sponsor. This policy allows the exclusion of all vehicles, all life insurance policies, and revocable prepaid burial trusts.

II. SPECIFIC CHANGES

Work First Section 115

- A. The second paragraph section I.A. "Resource Limit" has been removed.
- B. Section I.C. "Whose Resources Are Counted" number 3 has been removed.
- C. Moved and revised "Deemed Resources to an Immigrant from a Sponsor" to I.E.
- D. A new heading was added entitled "Jointly Owned Resources Not Included in Work First Case" section I.D.
- E. Section II.B the statement "Except for motor vehicles" has been removed.
- F. Section II.C. "Resource limit instructions for a motor vehicle and how to rebut its values are discussed in III. Below" has been removed. The term motor vehicle has been defined and a note was added excluding mobile homes from this definition. .
- G. Additional resources were added to the resources chart in section II.D. Cash on hand, income producing property, mobile home not used as primary physical residence, examples of personal effects and uniform transfer to minors account.
- H. Section IV "Contacting a Bank or Financial Institution was renumbered to III.

III. IMPLEMENTATION INSTRUCTIONS

This policy is in effect as of December 1, 2007. For ongoing cases, these changes are effective at the next review or change in situation. Apply the changes to applications taken and reviews started on or after December 1, 2007.

INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
115	All	115	1-5

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

Sincerely,

Kevin Kelley, Assistant Chief
 Family Support and Child Welfare Section

KK/mh
 Attachments:
 WF115