



CHANGE NOTICE FOR MANUAL

DATE: August 29, 2008
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 07-2008
TO: County Directors of Social Services
EFFECTIVE: September 1, 2008

I. BACKGROUND

The changes to Work First Manual Section 114 were made to clarify current policy and to ensure policy consistency with Division of Medical Assistance Policy, when applicable. As a result, Section 114 has been reordered to accommodate the necessary changes. The major changes include clarifying the budgeting of child support income, the deletion of references to deeming income and additions to the Income Chart. Throughout this policy section, the word you have been replaced by case manager as well as figures has been replaced with hyperlinks to the DHHS Online Publications web site.

II. SPECIFIC CHANGES

Work First Section 114

A. Section I

1. The Exception to Social Security income was deleted.
2. An exception was included to count benefit amounts prior to tax or child support payments deductions.
3. Language was added to clarify that the income of SSI parents who do not meet Citizenship/Alienage is excluded.

B. Section II. C

Language was added regarding the provision of reasonable accommodations and for the determination of reason for failure to apply for Unemployment Insurance Benefit (UIB).

C. Section III

The Income Chart was changed to include instructions on the following income sources:

1. Census Income (Temporary and Permanent)
2. Earned Income Tax Credit (Federal and State)
3. Job Corps
4. Rental Income
5. Senior Community Service Employment Program (SCSEP)
6. Education Lottery Scholarship

D. Section V. D

Language added regarding reasonable accommodations.

E. Section IX

Deeming Income, was removed from manual.

F. Section XI

Section XI was changed to X and the reference to MAF-C and section E. were deleted.

G. Section XII

1. Changed to XI.
2. References to children ages 16 or 17 year old were changed to the phrase "16 years **or** older".
3. Section D, the sentence "The family is eligible ... deadline" was deleted.
4. Section E, "What Are the Caseworker Responsibilities in Assisting the Family With the Work First Family Assistance Report?" was added.
5. Section F, policy was added to assist the caseworker in determining if the family requires assistance the Work First Family Assistance Report and the appropriate actions.

H. Section XIII Changed to Section XII

1. Section D the reference to ACTS has been removed.
2. Policy changes were made to the instructions regarding child support received by a child who is an optional family unit member.

I. Section XIV

Changed to Section XIII; instructions were added not to count adult caretaker contributions in Child Only cases.

III. IMPLEMENTATION INSTRUCTIONS


This policy is effective September 1, 2008

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
114	All	114	1-48

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

Sincerely,



Charisse S. Johnson, Chief
Family Support & Child Welfare Services

CJ/gbw
Attachments:
[WF114](#)