



CHANGE NOTICE FOR MANUAL

DATE: December 1, 2009

MANUAL: WORK FIRST MANUAL
CHANGE NO.: 03-2009
TO: County Directors of Social Services
EFFECTIVE: December 1, 2009

I. BACKGROUND

The changes addressed in this notice are to provide clarification, language changes to ensure policy consistency and to streamline policy. Throughout Manual Sections 001, 002, 106, 107 and 115, revisions were made to incorporate Work First Benefits (WFB). Where appropriate the terms "you" and "your" was replaced with "agency" or "caseworker", "he/she" was replaced with, "individual, parent and/or minor parent". In addition, the term "welfare" was replaced with "public assistance". Manual sections and forms were hyperlinked to DHHS Online Publications where appropriate.

II. SPECIFIC CHANGES

Work First Manual Section 001

To streamline the manual, Section 001, Work First Preface, and 002, Philosophy of Work First, were combined into one section entitled "Work First Preface and Philosophy".

The Move To Work First

1. The opening paragraph and the section "The Need for Change" were deleted.
2. The language in this section was deleted and replaced with more relevant information regarding the Deficit Reduction Act of 2005.
3. The Implementation of Work First was moved and placed at the end of the manual section.

The Effect On Families And Local Service Delivery

Terms "welfare" and "blue print for change" were replaced with "public assistance" and "Work First" respectively.

Philosophy Of Work First

1. Language from Manual Section 002, Philosophy of Work First, was added.
2. Information was updated to include the Division's mission, vision and the Principles of Family-Centered Practice.
3. The goals of the Work First were added.
4. The phrase "do a number of things" was removed and replaced with "provide the following".

Role Of Stakeholders

1. Manual Section 002, Role of the Stakeholders, was moved into this section.
2. Language was updated for clearer presentation of policy.

The Implementation Of Work First

1. Removal of historical language regarding the implementation of Work First.
2. Language was added to reiterate the regulations under the Deficit Reduction Act of 2005 and to incorporate Work First Benefits.
3. Federal language prohibiting discrimination is now included in policy. Also added to policy is language regarding the provision of reasonable accommodations to individuals with disabilities.

Work First Manual Section 002

This section has been incorporated in Manual Section 001 and is now obsolete.

Work First Manual Section 106

The section was re-ordered to include an additional policy instruction.

A. Section I

1. The initial paragraph was revised to clarify the definition of family cap.
2. The term "Personal Responsibility Contract" was replaced with "Mutual Responsibility Agreement".
3. The references to standard filing unit, Automatic Food Stamps and the term "parental support and care" were deleted.
4. The sentence "It is ... provision" was removed.

B. Section II

Section II. A, now includes the sentence "This is determined...was born".

C. Section III

Policy was added to clarify the process for determining if a child is subject to the family cap policy.

D. Section IV

1. Original Section III was re-ordered to become IV and retitled "Family Cap Tracking IN EIS".
2. In the first paragraph, deletion of "determines if" and replaced with "will indicate whether".

3. Deletion of portion of original Section III. A., B, and C.
4. Original Manual Section IV title, "HOW DO YOU PARENT" was removed and policy incorporated into revised section.
5. Dates in the examples were updated to current years and parental reference now includes father.

Work First Manual Section 107

A. Section I

1. The term "rules" was replaced with "requirements". The sentence was revised to include language relating to the signing of the Mutual Responsibility Agreement.
2. Word Notice of Intent To Operate A Home School replaced with Notification card.
3. Department of Public Instruction was changed to Division of Public Education.
4. Work First Family Assistance payment changed to Work First Benefit payment.

B. Section II

1. Work First Family Assistance payment changed to Work First Benefit payment.
2. Words added to clarify the adult is applicant and receives the payment
3. Duplicated sentence was removed from Section III, B.

Work First Manual Section 115

A. Section I

1. Policy states resources are considered available to a family if verification rebutting the availability is not provided by the 10th workday.
2. The term "citizenship/ alien" was changed to "citizenship/immigration". Reference to social security number requirement was revised to enumeration.
3. Co-owner replaces references to "other "owner.
4. Section I.E regarding Sponsor Deeming was deleted.

B. Section II

1. The amount of the combined total of resources was decreased to \$2,800
2. Removal of the sentence, " The chart provides a list of verification, but may use other sources".
3. Clarified policy regarding lump sum payments.
4. Boats are included in the category of Motor Vehicles.

C. Section III

1. Language was revised to clarify instructions related to the DSS-3431.
2. Policy was changed to allow consent to be revoked at any time once given by a family member.

III. IMPLEMENTATION INSTRUCTIONS

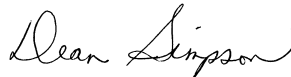
This change notice is effective December 1, 2009.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

<u>Remove</u>			<u>Insert</u>	
Section	Pages		Section	Pages
001	All		001	1-4
002	All			
106	All		106	1-5
107	All		107	1-4
115	All		115	1-4

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/kha/gbw

Attachments:

[WF001.pdf](#)

[WF106.pdf](#)

[WF107.pdf](#)

[WF115.pdf](#)

cc: Sherry S. Bradsher

Jack Rogers

Sarah Barham

Hank Bowers

Work First Local Support

Local Business Liaisons