



CHANGE NOTICE FOR MANUAL

DATE: February 20, 2010

MANUAL: WORK FIRST MANUAL
CHANGE NO.: 1-2010
TO: County Directors of Social Services
EFFECTIVE: February 1, 2010

I. BACKGROUND

The changes addressed in this notice are to provide policy clarification and language changes to ensure policy consistency. Where appropriate, the terms "you" were replaced with "the caseworker" and minor grammatical corrections were made throughout the manual section.

II. SPECIFIC CHANGES

Work First Manual Section 109

A. Section I

1. The words "unless emancipated" and "as children" were added to promote clarification of policy.
2. Removal of the words "take action to" and replacement of the word "you" with "the caseworker".

B. Section II

Policy updated to reflect when a dependent child becomes emancipated; the child is treated as an adult and cannot receive Work First Assistance in the status of a child. Emancipation is defined and an example is included in policy.

C. Section III

Replacement of the word "you" with "the caseworker"

III. IMPLEMENTATION INSTRUCTIONS

This change notice is effective February 1, 2010.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

<u>Remove</u>			<u>Insert</u>	
Section	Pages		Section	Pages
109	All		109	1-2

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

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic and Family Services Section

DS /gbw

Attachments:

[WF109.pdf](#)

cc: Sherry S. Bradsher

Jack Rogers

Sarah Barham

Hank Bowers

Work First Local Support

Local Business Liaisons