



CHANGE NOTICE FOR MANUAL

DATE: April 1, 2010

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 3-2010

TO: County Directors of Social Services

EFFECTIVE: April 1, 2010

I. BACKGROUND

The changes addressed in this notice are to provide clarification as well as language changes to ensure policy consistency. Where appropriate the term "their" was replaced with "the", "welfare" was replaced with "public assistance", "they are" was replaced with "the family is". Manual sections and forms were hyperlinked to DHHS Online Publications where appropriate.

II. SPECIFIC CHANGES

Work First Manual Section 102

A. Section I

1. The words "that if" was removed from the 2nd paragraph. The word "case" was added to "worker" and the word "their" was replaced with "the".
2. Complete removal of 3rd paragraph, as well as the word "also" from the Note section.
3. Section I. A, "welfare" was replaced with "public assistance".
4. Section I. C, "Likely" was replaced with "Potential" and "welfare" with "public assistance".
5. Section I. D, "likely" was replaced with "prospective".

6. Section I.G, addition of the words “refer to Family and Children’s Medicaid Manual” and delete sentence “you can accept the family statement as verification”.

7. Section I. H, “he or she” was replaced with “the family member”. Removal of the sentence, “this will ensure that duplicate Medicaid cards are not issued”.

8. Section I. I, removal of the words “the assistance unit is eligible” and replace with evaluate.

B. Section III

1. Section III. B, replace the numbers from 4 and 5 to 3 and 4 as well as replace 6 with C.

2. Section III. D, replace “their” with “the”.

3. Section III. E & F, replace the words “they are” with “the family is”.

4. Section III. F, delete the words Work First and added “who meet the eligibility requirements of WFFA or Work First Services for low income families”.

III. IMPLEMENTATION INSTRUCTIONS

This change notice is effective April 1, 2010.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
102	All	102	1-17

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/ gbw

Attachments:

[WF_CN_3-2010](#)

[WF102.pdf](#)

cc: Sherry S. Bradsher
Jack Rogers
Sarah Barham
Hank Bowers
Work First Local Support
Local Business Liaisons