



CHANGE NOTICE FOR MANUAL

DATE: May 7, 2010

MANUAL: WORK FIRST MANUAL
CHANGE NO.: 4-2010
TO: County Directors of Social Services
EFFECTIVE: June 1, 2010

I. BACKGROUND

The changes addressed in this notice are to provide policy clarifications. Where appropriate, the terms "you" and "your" were replaced with "caseworker", "he" was replaced with "individual." Hyperlinks to manual sections were added throughout the documents.

II. SPECIFIC CHANGES

Work First Manual Section 112

Throughout the document the term "rule" was replaced with "requirement."

A. Section I

Re-titled to "Kinship and Living with Requirements"

1. "See minor parent rules" were deleted as well as a comma and the words "be responsible". The words "responsible for" were added.

B. Section II

Re-titled to "Relationships that Meet Kinship Requirement"

1. Section II. A., the word "natural" was deleted and replaced with the word "biological" throughout this section. The NOTE: was revised to state "Biological parent(s) and biological relatives of an adopted child no longer meet the kinship requirement."
2. Section II. C., sentence added to clarify spouses of individuals that meet kinship requirements.
3. Section II. D., the "note" paragraph was deleted.
4. Section II. E. was deleted.
5. Section II. F. was replaced with E. and the words "court ordered" were added. The words "that is court ordered" were deleted.

C. Section III

Re-titled to "Joint Custody"

1. Sentence was added to clarify the "living with" requirement.

2. The paragraph beginning with “It is difficult to establish that...” was deleted and policy was updated to clarify joint custody.

D. Section IV

1. The words “How Do I” and a question mark were deleted and “ing” was added to the word verify. The word “requirements” was also added.
2. The words “only need to” were deleted and “must” was added.
3. Section IV. A. 3., the words “signed by a judge or other officer of the court” were added.
4. Section IV. B., “records” was replaced with “resources”.
5. Section IV. B. 5., clarification of kinship statement.
6. Section IV. B. 6. was added to verify “living with”.
7. Section IV. B. 7. was added to include a collateral statement as verification of “living with.”
8. Note was deleted.

E. Section V

Re-titled to “Temporary Absence From The Home”

1. Deletion of the words “as long as, for a child, the caretaker...” and replaced the word “manager” with “worker”.
2. Section V. A., replaced the word “he” with “the family member” and the words “he has” with “there is”.

F. Section VI

Re-titled to “Temporary Absence Reporting Requirement And Penalty For Late Reporting”

Work First Manual Section 201

A. Section I

Re-titled to “Requirements For Reviews”

1. Deleted the words “have the responsibility for ensuring” and replaced with “must ensure”.
2. Added sentence to state “Eligibility for ongoing assistance must be reviewed periodically.”
3. Section A. 1., the words “at least” were added
4. Section B. 3., the word “children’s” was added.
5. Section B. 4., the words “and date” were added.
6. Section B. 5., added sentence in reference to “Substance abuse screening”.
7. Section B. 6. was deleted and remaining actions were renumbered.
8. Section B. 10., sentence “But do not terminate...” was deleted.
9. Section B. 11. was re-worded for manual consistency.
10. Section B. 12., added sentence “Review the citizenship and identity documents in the case record”. Deleted sentence referencing documentation of citizenship for newborn children. Deleted words “included in the case.”
11. Section B. 14., deleted the words “you see evidence” and replaced with “it is evident.”
12. Section B. 18. was added to include online matches in OLV.

B. Section II

Re-titled to "Interview Methods".

1. Deleted the sentence "You must review eligibility..."
2. Sentence was added to state "The required six month review for child only cases and annual reviews for all other cases must be conducted face to face."

C. Section III

Re-titled "Penalty For A Family That Does Not Complete the Review." Policy was added to include the penalty for not completing reviews for Child Only and Work First Benefit cases.

D. Section IV

The entire section was deleted.

E. Section V

Re-titled to "Verifying and Documenting the Family's Eligibility" and renumbered to "IV."

1. Policy was added to encourage counties to use Work First Family Assistance Documentation Workbook and ensure that all forms comply with the Civil Rights Act and Americans with Disabilities Act.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy to the next review, application, ongoing case or change in situation effective June 1, 2010. For Section 112, apply the changed policy on relationships that meet kinship requirements at application and re-application on and after June 1, 2010. Biological relatives of adopted children currently receiving WFFA continue to meet the kinship requirement. If these cases terminate for failure to meet other requirements, apply policy noted in 112.

IV. PEN AND INK CHANGES


The pen and ink changes for Sections 106, 118 and the revised Work First Policy Change Notice 02-2010 that were transmitted in EFS-WF Terminal Message #2010-75 are included in this revision of the manual change.

V. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove			Insert	
Section	Pages		Section	Pages
WF_CN_02-2010	5		WF_CN_02-2010	5
106	1		106	1
112	All		112	All
118	4, 6, 14 & 22		118	4, 6, 14 & 22
201	All		201	All

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/ kha

Attachments

[WF_CN_02-2010](#)

[WF106](#)

[WF112](#)

[WF118](#)

[WF201](#)

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