



CHANGE NOTICE FOR MANUAL

DATE: November 1, 2010
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 6-2010
TO: County Directors of Social Services
EFFECTIVE: December 1, 2010

I. BACKGROUND

The changes that are addressed in this notice involve Manual Section 104. Policy has been added to clarify the Job Quit Penalty at application. Throughout the manual section, where appropriate, references to figures were removed. Where appropriate, the terms "he/she and his" were replaced with "they or their." Reference to Manual Section 112, Kinship/Living with Rule has been replaced with Kinship/Living with Requirement. The headings of the manual sub-sections have changed from questions to statements. The title of form numbers were added. The reference to Food Stamps was replaced with Food and Nutrition Services.

II. SPECIFIC CHANGES

Work First Manual Section 104

The phrase "by this time" was removed in the first paragraph. The phrase "before the application interview begins was added." Throughout the manual section the term "number" was replaced with enumeration. Reference to Job Quit was added to additional requirements to be assessed.

A. Section II

- B. 2. Step siblings were added to meet the kinship requirement.

B. Section III

The sentence "the following are included in the budget unit" was added to the first paragraph.

1. A. The words "you have" were removed.
2. B. The words "looked at" was replaced with "reviewed".

C. Section V

1. A. 2. NOTE: "third party" verifications obtained was added.
2. A. 2. Incapacity of a step parent was added and the word "code" was added.
3. A. 3. The words "the felony status" of individuals convicted was added. Registration for work with the Employment Security Commission for all adults was removed.
4. B. 4. In person was added as an option to request assistance.

D. Section VI

Policy was updated to explain the annual issuance of Medicaid ID cards.

E. Section VII

1. The name Carolina Access/Managed Care was replaced with Community Care of North Carolina/Carolina Access (CCNC/CA). National Voters Registration Act and Lifeline/Link Up Program were added as services that must be explained to all applicants in the first paragraph.
2. A. 1. The paragraph stating to give a copy of the Health Check Brochure was removed. Health Check pays for health care for children under age 21 was added.
3. B. The acronym "PCP" was added.
4. B. 2. The word "affected" was replaced with "optional or mandatory".
5. B.2. a. The sentence was added, "If the applicant is a mandatory participant and fails to choose a PCP within 10 days of the request to choose"
6. B.2.f. The sentence was added "the PCP information will be printed on a notice which is mailed to the recipient after they are approved for Medicaid."
7. B.2.4. The words "if known" was added to the end of the sentence.
8. E.1. FPW coverage and have the applicant sign the DMA-5046 was added. The sentence "retain a copy for the record" was added.
9. J. Lifeline/Link-up Assistance Programs Requirements from Section 101 was removed from that section and replaced in Section VII of Policy 104.
10. K. National Voters Registration Act and Lifeline/Link-up Program were added as services that must be explained to all applicants.

F. Section VIII

Policy was added to clarify the job quit penalty period at application.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy at the next review, application, or change in situation effective December 1, 2010.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
104	All	104	All

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/kha
Attachments:

[WF104](#)