



CHANGE NOTICE FOR MANUAL

DATE: February 17, 2011
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 2-2011
TO: County Directors of Social Services
EFFECTIVE: March 1, 2011

I. BACKGROUND

The policies addressed in the change notice are for Work First Manual Sections 111 and 130. The purpose is to provide policy revision and clarification regarding citizenship and immigrant requirements and the documentation of citizenship and identity during the application process. Also, to provide policy updates regarding application processing and incorporate Work First Benefits procedures into the policy manual.

II. SPECIFIC CHANGES

Work First Manual Section III

A. SECTION I

1. Statement added to ensure that otherwise eligible family members who meet the citizenship/immigrant requirements could receive WFFA if other family unit members do not meet the requirement.
2. Do not deny otherwise eligible applicants benefits if other family members are unwilling to provide social security numbers, citizenship/immigration status and/or documentation of status.
3. The list of qualified immigrants now includes certain Amerasians and special immigrants.
4. Policy from Section II, "Who is a United States Citizen?" is incorporated into Section I.

B. SECTION II

1. Section II is entitled "United States Citizenship and Identity Requirements".
2. Children born in the U.S. whose mother was covered by Medicaid for the birth of the child are not required to provide proof of U.S. Citizenship and Identity.

C. SECTION III

1. Policy added regarding the use of the Social Security Citizenship/Identity Data Match.
2. Policy added regarding birth records for Puerto Rico born citizens.

D. SECTION IV

1. The hierarchy chart is no longer included within the manual text. It is a figure accessed via a hyperlink.
2. Refer to manual section 130 Application Processing for information regarding the processing time for applications pending verification of citizenship/identity.

E. SECTION V

1. To be eligible for WFFA an individual must present document(s) from United States Citizenship and Immigration Services (USCIS).
2. Figures 1-7 deleted from the manual.
3. Requirements for determining the qualified immigrant status of Iraqi and Afghan Special Immigrants are in the chart in Section V.B.
4. A note is included in the chart regarding asylum status for Cuban and Haitian Entrants

F. SECTION VI

Clarification provided regarding the criteria for the eligibility of battered immigrants.

G. SECTION VII

Qualified immigrant pregnant women and children under age 19, lawfully residing in the United States, certain Amerasians, trafficking victims and certain special immigrants are excluded from the five-year bar on the receipt of Work First Assistance.

H. SECTION VIII

Language changed from abused spouses or children to battered spouses or children.

Work First Manual Section 130

A. Section I

Provide the applicant with a written notice explaining the application decision and the right to request a hearing.

B. Section II

1. Re-titled: Administrative Actions
2. Policy includes other administrative actions that do not require an applicant's signature on the DSS-8124.

C. Section III

1. Utilize the DHREJA Adjusted Application Management Report to ensure timely processing of applications.
2. Added to policy are exceptions to the 45-day time standard.
3. Updated instructions provided for application disposition notices.
4. Section III, D. re-titled to "Applications Pending for Citizenship/ Identity Documentation".

- a. Policy added to include procedures for and exceptions to requesting a SSA Citizenship/Identity Data Match for applicants who state they are United States citizens.
- b. Applications for which a data match is submitted and returned with a response that cannot be resolved within the 45-day time standard must be approved if all other eligibility factors are met.
- c. One 90-day (lifetime) period is given to provide acceptable proof of citizenship/identity for individuals with data match discrepancies.
- d. Applicants without a social security number and individuals with an existing citizenship/identity code of 97 in EIS must follow documentation procedures as outlined in Work First Section III, Citizenship and Immigrant Requirements.

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D. Section VII

- 1. Caseworker must evaluate cooperation status at application. If cooperation status is an "N" at application disposition, the caseworker will deny the application.
- 2. If there is an existing sanction at application, deny the application if the applicant fails to comply by the deadline set for compliance unless there is good cause.
- 3. There are updated examples for continuing an existing sanction.

E. Section VIII

- 1. Policy guidance provided for the issuance of benefits for applications approved as Payment Type 1 and Payment Type 2.
- 2. Ensure the date on the DMA-5022 is the date the county issued check is mailed.
- 3. Review the DHREJ E&A Report on a daily basis and correct any data entry errors.

F. Section IX

Statements regarding First Stop registration, failing to keep an appointment, and the applicant's failure to provide needed information are deleted from the list of instances where denial may occur at any point during the application process.

G. Section X

Language clarified in policy example.

H. Section XIII

- 1. Additional persons are never added to applications for Benefit Diversion or to ongoing Benefit Diversion cases.
- 2. The payee must sign the DSS-8124 to add persons to the application.

III. IMPLEMENTATION INSTRUCTIONS

The policy is effective March 1, 2011. Apply this policy at the next review, application, or change in situation.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove			Insert	
Section	Pages		Section	Pages
111	All		111	1 - 16
Figure 111-1 thru Figure 111-7, Figure 111-9 and Figure 111-10	All		Figure 111-1	1 - 3
130	All		130	1 - 9

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/sdm

[WF111](#)
[WF111f1](#)
[WF130](#)

cc: Sherry S. Bradsher
Jack Rogers
Kathy Sommesse
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Work First Local Support
Local Business Liaisons