



CHANGE NOTICE FOR MANUAL

DATE: June 21, 2011
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 5-2011
TO: County Directors of Social Services
EFFECTIVE: July 1, 2011

I. BACKGROUND

This change notice provides clarification and revision to Work First Manual section 003. Policy was revised to include instruction for the Work First Block Grant planning process for Electing and Standard Counties.

II. SPECIFIC CHANGES

A. SECTION II

All Electing Counties are subject to the General Assembly appropriation provisions.

B. SECTION III

Electing County committee representatives must include the Employment Security Commission, child care service providers, transportation services providers, local department of social services staff.

C. SECTION IV

1. Electing Counties must provide a budget listing funds used for Maintenance of Effort, Child Welfare, Emergency Assistance and Services to low-income families at or below 200% of federal poverty level.
2. Electing counties must describe the process by which the county will review all Work First caseloads no later than three months prior to expiration of time limits for receiving cash assistance.

D. SECTION V

Counties must adhere to guidance set forth by Title VI of the Civil Rights Act and the Americans with Disabilities Act.

E. SECTION VI

Standard counties must follow Work First policy as written in the Work First Policy Manual. The Division will notify Standard Counties when the biennial process will begin, issue detailed guidance and deadlines for submitting certain requirements as necessary.

F. SECTION XI

Standard County departments may amend biennial submission requirements at any time, subject to approval by the Division of Social Services. If counties wish to amend requirements submitted, changes must be sent to the Division along with documentation showing that the Program Manager and Director approved the changes.

III. IMPLEMENTATION INSTRUCTIONS

The policy is effective July 1, 2011.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove			Insert	
Section	Pages		Section	Pages
003	ALL		003	1 - 9

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/kha

[WF003](#)

cc: Sherry S. Bradsher
Jack Rogers
Kathy Sommese
Hank Bowers
Kevin Kelley
Work First Local Support
Local Business Liaisons