



CHANGE NOTICE FOR MANUAL

DATE: December 31, 2019
MANUAL: WORK FIRST MANUAL
TO: County Directors of Social Services
CHANGE NO.: 1-2019
EFFECTIVE: Upon Receipt

I. BACKGROUND

The purpose of this change notice is to update Manual Section 201, Reviews for Work First Family Assistance. This update provides clarification regarding the Cash Assistance recertification process and procedures.

II. SPECIFIC CHANGES

A. Section 201 - Reviews for Work First Family Assistance

Manual section header was changed to Cash Assistance Recertification Process and Procedures. Clarification was added to the entire section regarding the case manager duties that must occur within the sixty-day (60-day) timeframe prior to the end of the current certification period.

B. Change in the following Subtopic titles:

1. Requirements for Reviews subtopic header was changed to Recertification Requirements.
2. Interview Methods subtopic header was removed.

III. IMPLEMENTATION PROCEDURES

These changes are effective with all applications, changes, and recertifications upon receipt. Submit any policy questions regarding this policy to the Economic and Family Services Operational Support Team (OST) to DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in blue ink that reads "David Locklear".

David Locklear, Deputy Director
Economic and Family Services

DL/kg

Attachment: (1)
WF 201