

## CHANGE NOTICE FOR MANUAL

**DATE:** June 3, 2020  
**MANUAL:** WORK FIRST MANUAL  
**CHANGE NO.:** WF\_CN3-2020  
**TO:** County Directors of Social Services  
**EFFECTIVE:** Upon Receipt

### I. BACKGROUND

The purpose of this change notice is to update and modify Manual Section 202, Changes in Situation by incorporating Administrative Letter 2-2013 and to include Manual Section 204, Change in County of Residence. Throughout the manual section, program language and references are updated to incorporate current NC FAST terminology and to remove references and instructions for former legacy systems.

### II. SPECIFIC CHANGES

#### A. Section 202, Changes in Situation

1. Added Section IV. When a Family Moves from One County to Another Within North Carolina.
2. Added Section V. When a Family Moves Out of My (The Originating) County.

#### B. Section 204, Change in County of Residence

Removal of Section 204 from the Work First Manual.

### III. IMPLEMENTATION PROCEDURES

This policy is effective upon receipt .

This revision to Work First Manual Section 202 incorporates the policy guidance issued in a prior DSS Administrative Letter. The following DSS Administrative Letter is now obsolete:

DSS Administrative Letter No. Economic and Family Services (Work First) 2-2013

Please email any questions regarding this policy to the Economic and Family Services Operational Support Team (OST) to [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,

A handwritten signature in blue ink that reads "David Locklear". The signature is cursive and somewhat stylized.

David Locklear, Deputy Director  
Economic and Family Services  
Division of Social Services

DL/lmd

**Attachment: WF 202**