

CHANGE NOTICE FOR MANUAL

DATE: November 1, 2021
MANUAL: WORK FIRST MANUAL
CHANGE NO.: WF-CN5-2021
TO: County Directors of Social Services
EFFECTIVE: December 1, 2021

I. BACKGROUND

The purpose of this change notice is to address Work First Manual Section 108, County/State Residency Rule was updated to clarify acceptable documentation for verification.

II. SPECIFIC CHANGES

Verifying Family Residency

A.

1. Clarified the example of acceptable documents from two different sources.
2. Added what electronic documents are acceptable.
3. Removed "closed bank account statement."
4. Added "terminated rental/lease agreement."
5. Added "North Carolina Department of Commerce job seeker website."
6. Added "an approval notice."
7. Changed "family" to "applicant."
8. Added the DSS-6961.
9. Removed "Official North Carolina school records or diplomas issued by North Carolina verifying the applicant's intent to remain in North Carolina."

B.

Deleted original text and added clarified verification a case manager may use if the applicant is unable to obtain verification.

C.

Added clarification of when residency must be verified.

Moving from One North Carolina County to Another

Added instruction to refer to Section 202 Changes in Situation and County Residence.

Family Member Fraudulently Misrepresents Residency

A.

Removed the gender specific pronouns.

B.

Added instruction to refer to Section 207 Fraud and Intentional Program Violations

III. IMPLEMENTATION PROCEDURES

This policy is effective December 1, 2021. Please email any 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 "Carla West".

Carla West, Senior Director for Economic Security
Economic and Family Services
Division of Social Services

CW/klg

Attachment: WF 108