

CHANGE NOTICE FOR MANUAL

DATE: December 1, 2022

MANUAL: WORK FIRST MANUAL

CHANGE NO: WF-CN05-2022

TO: County Directors of Social Services

EFFECTIVE: January 1, 2023

I. BACKGROUND

The purpose of this change notice is to introduce policy regarding the electronic receipt of Work First Cash Assistance applications via the ePASS portal. Additional clarity is provided regarding establishing kinship for child only applications between siblings. Previous policy mandated that all siblings must be included in the application. If kinship could not be verified for all siblings, the application would be denied. Effective January 1, 2023, the non-parent caregiver may continue to apply for siblings where kinship can be verified. Other siblings where kinship cannot be verified will not be required to be included on the Work First application. This will provide a more family friendly program and assist caregivers who are supporting relatives and assisting children from entering the foster care system.

Once the Child Only Work First case is approved for the children where kinship is verified, staff can work with the non-parent caregiver to obtain necessary documents to eventually add any other appropriate child(ren) to the case.

II. SPECIFIC CHANGES

Section 104 I. A. The Application

- Added verbiage regarding ePASS applications; introduced the acceptance of the Work First Cash Assistance Application and Recertification Workbook (DSS-8228) as the application

Section 104 I. B. Acceptance of an Application

- Provided parameters around the date of application as determined by the date of interview; introduced registration of applications received in the agency via mail-in, fax, or drop off.

Section 104 I. H The Assistance Unit

- Provided a new interpretation as related to sibling groups in Child Only cases.

Section 104 I. K. Verification Requirement and Procedures

- Changed verbiage surrounding denial of WF applications

III. IMPLEMENTATION PROCEDURES

This policy is effective January 1, 2023. Please contact your Continuous Quality Improvement (CQI) Specialist at dss.policy.questions@dhhs.nc.gov with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Allison W. Smith". The signature is written in a cursive style and is set against a light blue rectangular background.

Allison W. Smith, Deputy Director
Economic and Family Services
Division of Social Services

AWS/rs

Attachment: WF 104