

## CHANGE NOTICE FOR MANUAL

**DATE:** August 15, 2023  
**MANUAL:** WORK FIRST MANUAL  
**TO:** County Directors of Social Services  
**CHANGE NO:** WF- CN-02-2023  
**SUBJECT:** Work First Policy Updates  
**EFFECTIVE:** September 1, 2023

### I. BACKGROUND

The purpose of this change notice is to update Work First Policy 104A. The revision includes adding examples and verbiage regarding benefit calculations and adding pronouns.

### II. SPECIFIC CHANGES

- Change term Work First Family Assistance to Work First Cash Assistance
- Add verbiage to include examples for benefit calculations.
- Change Qualified Substance Abuse Professional (QSAP) to Qualified Professional in Substance Abuse (QPSA)
- Change pronouns from he/she to individuals or their

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective September 1, 2023. Submit any questions regarding this policy to [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



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

AWS/gbw

**Attachments:**  
WF 104A