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**WORK FIRST**  
**ASSESSMENT FOR WORK FIRST FAMILY ASSISTANCE**  
**State/County Residence Rule**

**Change # 05-2021**

**December 1, 2021**

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**108 - STATE/COUNTY RESIDENCE RULE**

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**I. RESIDENCE RULES FOR WORK FIRST CASH ASSISTANCE**

To receive Work First Cash Assistance, a family must live in North Carolina and:

- A.**
- a. intend to remain;
  - b. not receive TANF benefits in another state or;
  - c. be a homeless family with no fixed mailing address.

The family must apply for and receive Work First Cash Assistance in the county in which they live.

**II. VERIFYING FAMILY RESIDENCY**

- A.** To verify the family's residence, documentation must verify the physical address listed on the application. Documents from at least two of the following categories are acceptable. Example: An item from #1 and #2. of the list below would be acceptable but not two items from #2. Online documentation is acceptable from a state verified website; North Carolina Department of Health and Human Services, North Carolina Department of Motor Vehicles, County Office of the Register of Deeds, Online Employee/Employer payroll portal.

- 1. A valid North Carolina Driver's License or identification card issued by the North Carolina Department of Motor Vehicles.
- 2. A current rental lease agreement, mortgage receipt, or current utility bill showing the North Carolina address.
- 3. A current North Carolina motor vehicle registration in the applicant's name and showing the current North Carolina address.
- 4. A document verifying that the applicant is employed in North Carolina.
- 5. One or more documents showing the residence in the prior state has ended such as, termination of rental/lease agreement or sale of a home.

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6. Tax records of the applicant or applicant's legal spouse showing a current address in North Carolina.
  
7. Document showing registration with the North Carolina Department of Commerce job seeker website.
  
8. Document showing the children have been enrolled in school or a childcare facility located in North Carolina.
  
9. An approval notice stating the applicant is receiving public assistance such as Food and Nutrition Services or other services which require proof of residence in North Carolina.
  
10. Records from a health care provider located in North Carolina that shows the family's current North Carolina address.
  
11. A written declaration, subject to prosecution, from an individual who has a social, family, or economic relationship with the applicant, and who has personal knowledge of the family's intent to remain in North Carolina. (DSS-5275 or DSS-6961)
  
12. Current North Carolina Voter Registration card.
  
13. A document from Veteran's Affairs, U.S. Military, or the U.S. Department of Homeland Security verifying applicant's intent to remain in North Carolina.
  
14. A document issued by a foreign consulate verifying the applicant's intent to remain in North Carolina.

An application can be denied if the documents provided are fraudulent or expired.

- B.** If the applicant is unable to provide two of the documents listed above in II-A, the Case Manager may use:
1. NC Residency Applicant Statement - DSS-5276,
  2. Verification of Household Composition - DSS-6961 or,
  3. Online documentation from a state verified website; North Carolina Department of Health and Human Services, North Carolina

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Department of Motor Vehicles, County Office of the Register of Deeds,  
Online Employee/Employer payroll portal.

Case manager must provide a DSS-8146A to request the required documentation. Alternate verifications listed in II, B should only be used as a last resort when the applicant has exhausted all other avenues to obtain the required documentation.

- C. Residency must be verified at application and only at recertification if the residency is questionable.

**III. MOVING FROM ONE COUNTY IN NORTH CAROLINA TO ANOTHER**

Refer to instructions in Section 202 Changes in Situation and County of Residence.

**IV. FAMILY MEMBER FRAUDULENTLY MISREPRESENTS RESIDENCY**

- A. An individual's needs cannot be included in the Need Standard for 10 years if he is convicted in a federal or state court of making a fraudulent statement with respect to his residence to receive assistance simultaneously from:

- Two or more states, or
- Two or more locations within the State.

- B. The 10-year period begins with the date of the conviction. Refer to instructions in Section 207 – Fraud and Intentional Program Violations.

- C. Accept the family's written statement declaring no family member has been convicted of misrepresenting their residence.

- D. Reduce the family's need standard by one for everyone that meets the criteria in IV. A. above.

**EXAMPLE:** A family consists of four members, one of which has been convicted of misrepresenting their residence mentioned in IV. A. above. Use the need standard for a family of three to determine the family's benefits. Since the individual is included in the case, continue to count all of their income and resources (See Section 114 - Income and Budgeting, Section 115 - Resources).

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- E.** Terminate the Work First Cash Assistance benefits if it is a payee only case.

**EXAMPLE:** A family consists of a mother and her child who receives SSI. The mother is convicted of misrepresenting her residence as mentioned in IV. A. above. Terminate or deny the Work First Cash Assistance benefits.