

---

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

**Change # 02-2007**

**September 1, 2007**

---

**108 - STATE/COUNTY RESIDENCE RULE**

**Change # 02-2007**

**September 1, 2007**

**I. WHAT IS THE RESIDENCE RULE FOR WORK FIRST FAMILY ASSISTANCE?**

**To receive *Work First Family Assistance*, a family must live in North Carolina with the intent to remain.**

This includes:

- A.** A family who moved here because of a job or to look for a job as long as the family is not receiving (TANF) in another state.
- B.** A homeless family with no fixed mailing address.

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

**II. HOW DO YOU VERIFY A FAMILY'S RESIDENCE?**

- A.** To verify the family's residence, the applicant must provide documentation that verifies the physical address listed on the application. Documents from at least two of the following categories must be provided. Example: An item from 1. and 2. would be acceptable but not two items from 2.

1. A valid North Carolina Driver's License or identification card issued by the North Carolina Department of Motor Vehicles.
2. A current rental or mortgage receipt, lease agreement or <u>current</u> 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 closed bank account statement, termination of employment, or <u>sale of a home</u> .

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

**Change # 02-2007**

**September 1, 2007**

6. Tax records of the applicant or <u>applicant's</u> legal spouse showing a current address in North Carolina.
7. Document showing registration with an employment agency in <u>North Carolina</u> .
8. Document showing the children have been enrolled in school or a child care facility <u>located in North Carolina</u> .
9. A document showing the applicant is receiving public assistance (such as Food Stamps or Medicaid) 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 <u>North Carolina</u> address.
11. A written declaration, subject to prosecution ,from an individual who has a <u>social , family, or economic relationship with the family</u> , and who has <u>personal</u> knowledge of the family's intent to <u>remain</u> in North Carolina. ( <u>DSS-5275</u> )
12. Current North Carolina Voter Registration card.
13. A document form Veteran's Affairs, U.S. Military or the U.S. Department of Homeland Security verifying applicant's intent to <u>remain</u> in North Carolina.
14. Official North Carolina school records or diplomas issued by North Carolina schools verifying the applicant's intent to <u>remain</u> in North Carolina.
15. A document issued by a foreign consulate verifying the applicant's intent to <u>remain</u> in North Carolina.

The county retains the right to deny eligibility and/or declare the documents provided are unacceptable if it is believed the documentation is false or is found to be unsatisfactory. The county can require that supporting documentation be provided. The county has the authority to determine what is considered satisfactory proof.

- B.** If the applicant is unable to provide two of the documents listed above in II-A, a declaration , subject to prosecution, must be signed by the

---

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

**Change # 02-2007**

**September 1, 2007**

---

applicant indicating they do not have two of the documents listed. (see [DSS-5276](#)). This should only be used as a last resort when all other avenues have been exhausted to obtain the documents noted above. However, this declaration from the applicant may be insufficient. Other evidence that verifies residence may be considered at the county's discretion.

- C.** Residency may only be verified at initial application unless it is questionable or if the family terminates assistance.

**III. WHAT HAPPENS WHEN A FAMILY MOVES FROM ONE COUNTY IN NORTH CAROLINA TO ANOTHER?**

Refer to instructions in Section 204, Change in County of Residence.

**IV. WHAT HAPPENS IF A FAMILY MEMBER FRAUDULENTLY MISREPRESENTS HIS RESIDENCE?**

- 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 in order 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 Changes in Situation.
- C.** Accept the family's written statement declaring no family member has convicted of misrepresenting his residence.
- D.** Reduce the family's need standard by one for each individual that meets the criteria in **IV. A.** above.

---

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

**Change # 02-2007**

**September1, 2007**

---

**EXAMPLE:** A family consists of four members, one of which has been convicted of misrepresenting his 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 his income and resources. (See Work First Manual Section 114, Income and Budgeting and Section 115, Resources).

- E.** Terminate the *Work First Family Assistance* benefits if it is a payee only case. Evaluate the individual for Medicaid.

**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 Family Assistance* benefits.