

**NOTICE OF
INFORMATION NEEDED TO DETERMINE YOUR
ELIGIBILITY FOR WORK FIRST FAMILY ASSISTANCE**

To: _____ County Case No. / District No. _____

Before we can complete your eligibility determination for Work First Family Assistance, additional information is needed. You agreed to provide the pieces of information checked below. **We need this information by**

HOWEVER, YOUR APPLICATION/ASSISTANCE WILL NOT BE DENIED/TERMINATED ON THAT DATE. IF YOU CONTACT US TO REQUEST MORE TIME TO PROVIDE THE INFORMATION.

If you cannot get the items checked below, the attached page lists other items we can use to determine your eligibility.

WE CAN HELP YOU IF YOU HAVE TROUBLE GETTING THE INFORMATION.

- You must return on _____ at _____ to complete your interview.
- Medical verification of: _____
- Verification of Social Security Number or application for Social Security Number for _____
- Verification of Citizenship for _____
- Verification of Identity for _____
- Certified copy of birth certificate(s) for _____
- Wages for _____
- Proof of legally binding agreement or resulting trust.
- Proof of qualified immigration status for _____
- You must register for work with the Division of Employment Security _____
- Bank Statements for _____
- Contribution form(s) completed by _____
- Other: _____

I certify that the applicant/recipient has been provided with a pre-addressed envelope.

The North Carolina Division of Social Services does not discriminate against any person on the basis of race, color, national origin, disability, sex, or age in the admission, treatment, or participation in its programs, services and activities, or in employment.

Signature of Interviewer

Date

Telephone Number

DO YOU NEED HELP OR MORE TIME TO GET THE INFORMATION?

If you do: 1. Call your Work First caseworker at _____

OR

2. Complete and sign below and mail or bring this page to your Work First caseworker.

(Check all that apply)

I need help getting the information.

I need more time to get the information.

Name: _____

Address: _____

Telephone Number: _____

Caseworker's Name and District Number: _____

THE ITEMS WE CAN ACCEPT TO DETERMINE YOUR ELIGIBILITY FOR WORK FIRST FAMILY ASSISTANCE

When you requested to receive Work First Family Assistance, you agreed to provide certain information. **WE DO NOT NEED ANY OF THE INFORMATION LISTED BELOW UNLESS YOU CANNOT GET THE INFORMATION ON THE FRONT.** If you are unable to get the items checked on the front, or the items described below, please contact your caseworker immediately. Your caseworker will help you.

WAGES

If you cannot provide your pay stubs, we can accept one of the following:

- A wage form, (DSS-8113) completed by your employer. The caseworker can give you this form.
- A written statement from the employer which shows how much money you earned.

OTHER TYPES OF INCOME

We can accept any of the following as verification of income you receive from roomers/boarders, self-employment, farming, or rental property:

- Records which show the income you receive from roomers/boarders, self-employment, farming, or rental income.
- Records for the person paying you room/board.
- A signed statement from the landlord, bank, real estate agent, or any other person who can verify how much money you get.

OPERATIONAL EXPENSES

We can accept any of the following as verification of your operational expenses for the income you receive from roomers/ boarders, self-employment, farming, or rental property:

- Tax records.
- Statements from farm suppliers, banks, farm agents, Production Credit Association, ASCS Office, and any other person who can verify your operational expenses.

SOCIAL SECURITY NUMBER (only required for those requesting assistance)

If you are unable to provide a social security card, we can accept the following documents which verify that you have applied for a social security number:

- Receipt from the Social Security Administration Office (SSA-5028 or DSS-8174).
- For children less than six months old, the mother's copy of the birth certificate if you applied for the child's social security number at the time of his birth.

GOOD CAUSE FOR NOT BEING REFERRED TO CHILD SUPPORT

You can provide the following documents to show you have good cause for not being referred to Child Support Enforcement:

- Birth certificates or medical or law enforcement records which show that you became pregnant because of incest or rape.
- Court documents or other records which show that legal proceedings for adoption are pending in court.
- Court, medical, criminal, child protective services, social services, psychological, or law enforcement records which show that the alleged absent parent might hurt you or the child. This could be physical or emotional hurt.
- Medical records or records of a mental health professional which show the emotional health history and present emotional health of you and the child. These records would show the reason you are afraid.
- A written statement from a public or private agency confirming that you are being helped to decide whether to give the child up.
- Signed statements from individuals, including friends, neighbors, minister, social workers, and medical professionals who know about your reasons for claiming good cause.