

## CHANGE NOTICE FOR MANUAL

**DATE: March 7, 2008**

**MANUAL:** Work First User's Manual  
**CHANGE NO.:** 1-2008  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **Upon receipt**, make the following changes to the Work First User's Manual

### I. GENERAL

This change notice transmits revisions to the Work First User's Manual. These changes are outlined below.

### II. SPECIFIC CHANGES

#### A. WF200 Common Name Database

The name change screen has been enhanced to display an error message when there is a pending DSS-8125. This message displays whenever an approval (including open/shut), change, or update has been keyed on the same day.

WF200.05. – Changes to Data in the Common Name Database is revised to:

1. WF200.05.C.2.b. – Add a note to advise that the Date of Birth can no longer be changed when there is a pending DSS-8125.
2. WF200.05.C.4.c. – Add a new error message '031: TO MAKE CHANGE TO DOB, YOU MUST DELETE 8125 FORM – B9999999'.
3. WF200.05.C.5. – Give specific instructions for changing the DOB and gives an example of the error message.

#### B. WF700 - DSS-8124, 8125, and Check History Codes

WF700.01 - DSS-8124, 8125, and Check History Codes – Special Review is revised to indicate that code 'T' is a system generated code.

#### C. WF1600 – TDC – TANF Collection Report Instructions

1. WF1600.03.K. – General Rules for Data Completion for TANF Data Sample Cases is revised to add Barbara D. Simpson as the contact person for help with the TDC screen.
2. WF1600.07 - Affiliate Screen – H. Education Level is revised to add the code '99' - Unknown.

3. WF1600.07 - Adult Only Data – I. Work Eligible is revised to delete the code '1' - Yes adult or minor child HOH receiving TANF.

**D. EP400 – EPIS Instructions DSS-6908 is revised to:**

1. EP400.03 - DSS-6908 Data Fields – Field 40 Number of Hours Completed is reworded and states that the number of hours completed may be less than, greater than, or equal to the number of scheduled hours.
2. EP400.03 - DSS-6908 Data Fields – Field 49 Number of Hours Worked is reworded and states that the number of hours completed may be less than, greater than, or equal to the number of scheduled hours.

**E. EP500 – Codes**

Field 10 Program Status is revised to change the value of Code L to read Single parent of child under age 6.

**III. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST USER'S MANUAL**

**To maintain your current hard copy of the Work First User's Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/chg/>
2. Click on Change No. 1-2008
3. Click on the "CN 1-2008" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
WF200	1-2, 17-24	WF200	1-2, 17-25
WF700	1-2, 5-6	WF700	1-2, 5-6
WF1600	1-6, 11-12, 21-22	WF1600	1-6, 11-12, 21-22
EP400	1-2, 11-14	EP400	1-2, 11-14
EP500	1-2	EP500	1-2

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping tail on the letter "s".

Hank Bowers, Chief  
Performance Management/Reporting & Evaluation  
Management Section

HB:th  
Attachments  
[WF\\_CN1-2008](#)  
[WFum200](#)  
[WFum700](#)  
[WFum1600](#)  
[WFep400](#)  
[WFep500](#)