

CHANGE NOTICE FOR MANUAL

DATE: August 29, 2005

MANUAL: Work First User s Manual
CHANGE NO.: 2-2005
TO: County Directors of Social Services
EFFECTIVE: September 1, 2005 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. WF Table of Contents

The Table of Contents is revised to add section 1400.07, Work First/Transitional Quarterly Reporting.

B. WF Section 610 Reports

Section 610 is revised to delete special messages that are no longer valid and to add special messages inadvertently omitted from previous manual updates.

1. Special messages no longer valid are outlined below:

- Age 60 In MMM
- Age 21 In MMM
- Follow-Up Temporary Age

2. Special messages that were omitted are outlined below.

- Work Exemption to end MMCCYY
- Eval Pay After Performance CCYYMM
- Family Violence Waiver Ends MMM
- 60 Month Hardship Exempt Ends MMCCYY
- Youngest Child Age 1 in MMM
- Youngest Child Age 6 in MMM

C. WF Section 700 Codes

- Section 700 is revised to add Case Level Special Review Code K . Enter this code on the DSS-8125 to indicate Month and Year Work Exemption Ends.
- Section 702 is revised to clarify EIS produces a DSS-8108A automated notice when change code 01 is entered on the DSS-8125 to indicate a redetermination has been completed with no change in benefit. This section is also revised to correct the notice text for change codes 6E and 29.

D. WF Section 1200 Benefit Issuance

- Section 1200 is revised to correct the formatting.
- Section 1200.05 is revised to add instructions on how to complete Section A of the DMA-5022.

E. WF Section 1400 Tracking Functions

1. Section 1400 is revised to add section 1400.07, Work First/Transitional Quarterly Reporting. The Quarterly Reporting is generated based on the following criteria:
 - Families with earned and unearned income. (Families whose only income is Social Security will not receive a Work First/Transitional Quarterly Report).
 - Families with recent work history.
 - Two parent families.
 - Families that contain a minor parent or a 16 or 17 year old child.
2. Section 1400.03 is revised to:
 - Add instructions on how to access the Family Violence Inquiry screen.
 - Add the Individual Profile screen which displays the Family Violence Waiver code and dates.
 - Indicate when waivers will appear on the Case Management report.
3. Section 1400.04 is revised to include instructions on how to access the Job Bonus History screen.

F. WF Section 1600 TANF Data Collection Instructions

Section 1600 is revised to:

- Add the telephone number for the DSS Automation Staff in the state office.
- Change appropriate sections that refer to alien status as “**undocumented alien**” to read “**ineligible alien**”. This change was necessary to be in compliance with the agreement signed by DHHS with the Office of Civil Rights.
- Clarify entry of 0 indicates zero. This is a numeric field.

The Work First User's Manual has been updated with these changes and is available in PDF format (see below).

III. INSTRUCTIONS FOR MAINTAINING 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 website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/man/index.htm>
2. Click on Change No. 2-2005
3. Click on the CN 2-2005 and the attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the downloaded 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:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
TOC	1-4	TOC	1-4
610	1-17	610	1-17
700	1-2, 5-6, 23-26	700	1-2, 5-6, 23-26
1200	1-4	1200	1-7
1400	1-9	1400	1-20
1600	1-23	1600	1-23

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

Sincerely,



Hank Bowers, Chief
Performance Reporting and Automation Section

HB/abs
Attachments
[WF_CN2-2005](#)
[WFumTOC](#)
[WFum610](#)
[WFum700](#)
[WFum1200](#)
[WFum1400](#)
[WFum1600](#)