

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 8-2010
New Report: Pending WF Applications**

(Work First)

TO: County Directors of Social Services

ATTENTION: Work First Managers and Supervisors

DATE: March 16, 2010

SUBJECT: New Report: Pending WF Applications

EFFECTIVE: March 15, 2010

I. GENERAL INFORMATION

Federal guidelines allow Work First caseworkers to begin working with all adults when individuals are included on an AAF pending application (DSS-8124) in EIS.

Current policy requires Work First caseworkers to begin a Plan of Action within five days of the date of application. To assist caseworkers in identifying potential adults on a pending Work First application (DSS-8124), a new report has been established and will be available in NCXPTR, Monday, March 15, 2010.

II. INSTRUCTIONS

- A. Pending Applications – EPIS will display the following information once a DSS-8124 has been keyed and processed in EIS.
1. The EPIS Status field will display 'POTENTIAL' on the Participant Data Inquiry screen to indicate the individual is a pending WF applicant.
 2. Field 9, WFFA Status and EFF.DT will display the message and date as follows:
 - a. PENDING – (EIS Field P/Disposition is blank or spaces)
 - b. DENIED – (EIS Field P/Disposition code = D)
 - c. WITHDRAWN – (EIS Field P/Disposition code = W)
 3. EPIS will display message, 'PENDING' in the Program Status field and Date. This date is automatically brought forward from EIS and should be the date of application on the pending Work First (WF) application.
 4. EPIS will display 0.00 in the WFFA PAYMENT field and date. This date is automatically brought forward from EIS and should be the date of application on the pending WF application.
 5. EPIS will display the message, 'PENDING WORK FIRST APPLICATION', in the PAYMENT TYPE field.

6. EPIS will create and display 'P' in the STATUS field on the EPIS NAME SEARCH SCREEN. If the pending WF applicants' name is selected, EPIS will follow existing procedures to display information on the Participant Data inquiry screen.
7. EPIS will generate a DSS 6908 turnaround for each WF PENDING, DENIED or WITHDRAWN Application.
8. EPIS will display the message, 'PENDING WORK FIRST APPLICATION' at the top of the DSS 6908 turnaround for all WF pending applications.
9. If the EIS pending application is denied (D) or withdrawn (W), EPIS will change the status for the individual from Potential to Terminated.
10. If the individual is currently active in EPIS with hours and the pending application is denied or withdrawn in EIS, the county must close the EPIS case.
11. EPIS will track Excused Absences, Holiday Hours and JS Hours for these individuals.
12. If the application is denied or withdrawn, EPIS will delete any hours that have been keyed for the individual.
13. If the application pends beyond the 45th day and the days are included in another month, there will be **no** change to the current procedures.

NOTE: EIS will evaluate other adults on the pending application and will include on the file to EPIS if the individual(s) are age 18 or over as of the date of application. This allows two (2) or more adults on a WF pending application to be retrieved by EPIS.

B. EPIS System Change

Potential participants can now be opened in EPIS. Once open in EPIS, assessment, scheduled and completed hours may also be keyed. These individuals appear on the DHRWFJ JOB REGISTRANTS PPF RPT and the DHRWRA WF WKLY POTENTIALS RPT.

C. New and Existing Reports

A new report DHRWFJ PENDING WF APPLICATIONS will be available in NCXPTR. This report will display Potential adult individuals and should be used for caseload management of Pending Applicants.

Existing reports are not affected by this change and current procedures should remain in effect.

1. The report will list all individuals age 18 or over who are on a pending DSS-8124 application in EIS.

2. The report will be generated the last work day of each week and available in NCXPTR the following day.
3. EPIS will enter an asterisk (*) by the EIS Individual ID to indicate the participant was added since the last report run date.
4. The name of the report will be listed as follows:

Report Name: Pending WF Applications

NCXPTR Name: DHRWFJ Pending WF Applications

Note: Individuals listed on this report will also appear on the DHRWFJ JOB REGISTRANTS PPF RPT and the DHRWRA WF WKLY POTENTIALS RPT. Their status will change once the application is approved, denied or withdrawn.

III. EFFECTIVE DATE

Applications keyed on or after March 8, 2010 will appear on the WF Pending Applications report and will be available for view on Monday, March 15, 2010. Effective March 15, 2010, counties may open cases in EPIS for adults on a pending WF application. Should there be additional questions, please contact your Work First Program Consultant.

Sincerely,



Dean Simpson, Chief
Economic and Family Services

DS/mh

cc: Sherry S. Bradsher
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