

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 3-2012
(Work First)**

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators, Managers and Supervisors

DATE: June 6, 2012

SUBJECT: Vocational Rehabilitation Referral Form

EFFECTIVE DATE: Upon Receipt

I. GENERAL INFORMATION

The North Carolina Division of Social Services (NCDSS) and the North Carolina Division of Vocational Rehabilitation Services (NCDVRS) entered into a revised Memorandum of Agreement (MOA). As a result of this agreement, a referral form was developed to ensure a formal communication process between both agencies.

II. IMPLEMENTATION PROCEDURES

Local Department of Social Services (DSS) and local Department of Vocational Rehabilitation Services (DVRS) are not required to develop a formal agreement. However, local DSS agencies are to place on file the protocol established with their local DVRS agency. The DSS protocol does not require a signature by either agency but the protocol should include the county DSS name, DVRS contact information and the date the protocol is created.

The [DSS-6226](#), Referral Form to Division of Vocational Rehabilitation Services (DVRS), must be used when referring a Work First participant to DVRS. Workers must complete the form, submit to DVRS and maintain a copy in the participant's case record for each referral. Local county department of social services and local vocational rehabilitation services agencies should establish a process to ensure that this form is exchanged between agencies.

III. EFFECTIVE DATE

This policy is effective upon receipt. Please email any questions regarding this policy to Work.First.Support@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services
Division of Social Services

cc: Sherry S. Bradsher
Jack Rogers
Kathy Sommese
Hank Bowers
Kevin Kelley
Children Services Representatives
Work First Program Consultants
Local Business Liaisons