

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 5-2012
(Work First)**

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators, Managers and Supervisors

DATE: June 7, 2012

SUBJECT: Work Experience/Community Service Agreement

EFFECTIVE DATE: Upon Receipt

I. GENERAL INFORMATION

The North Carolina Division of Social Services provides statewide worker's compensation policy for all Work First participants engaged in Work Experience and Community Services activities. Coverage for participants engaged in Community Services activities became effective for the period beginning 9/1/2011. Key Risk Management Services, the insurance provider has certain requirements for coverage that requires the DSS-6905/DSS-6905sp to include Community Service activities.

In addition to Work Experience activities, a Work Experience/Community Service Agreement (DSS-6905/DSS-6905sp) must be completed and on file for each Community Service participant. A copy of this form must be given to each participant and Community Services site sponsor. This agreement advises the provider that written verification of the actual hours spent by participants in Community Service, as well as a review of performance must be provided to the county department of social services no less frequently than monthly.

II. IMPLEMENTATION PROCEDURES

The DSS-6905/DSS-6905sp, Work Experience/Community Service Agreement, is updated to reflect the above guidelines.

III. EFFECTIVE DATE

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

Sincerely,



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

cc: Sherry S. Bradsher
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Kathy Sommese
Hank Bowers
Kevin Kelley
Work First Program Consultants
Local Business Liaisons