

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 1-2018
EFS_WF_AL-1-2018
(Work First)

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers, and Supervisors

DATE: February 5, 2018

SUBJECT: Work First Two-Parent Family Participation Checklist
IMMEDIATE ATTENTION REQUIRED

EFFECTIVE DATE: February 15, 2018

I. GENERAL INFORMATION

North Carolina did not meet the Two-Parent Work Participation Rate (WPR) for Federal Fiscal Years 2014, 2015 and 2016. The Administration for Children and Families placed North Carolina under Corrective Compliance Action Plans for failure to meet the required 90% Two-Parent Work Participation Rate. North Carolina's failure to meet the required participation rate also has the potential to result in financial penalties.

As a result of North Carolina not meeting the Two-Parent WPR, the Work First Program has implemented the [Two-Parent Family Participation Checklist](#). It is designed to assist counties with making sure all key elements are documented for a Two-Parent Family Case. Our goal is to achieve the required WPR for Two-Parent families in North Carolina. The checklist is located on the North Carolina Divisions of Social Services Home Page at <https://www2.ncdhhs.gov/dss/county/resource.htm>.

Counties must ensure that at least 90% of all Two-Parent Families with Work Eligible Individuals, as defined by Federal Rule, complete the required hours of federal work activities. The Work Eligible Individuals must participate in an average of 35 hours per week in federal work activities (55 hours per week if federally-funded child care is provided).

II. POLICY PROCEDURES

Caseworkers must complete the Work First Two-Parent Family Participation Checklist the month the case is authorized for benefits. The checklist must be updated, signed and dated at the time Federal Work Activity changes are completed.

The Work First Two-Parent Family Participation Checklist must be maintained in the participant's Employment Services file.

III. IMPLEMENTATION INSTRUCTIONS

Implement the Work First Two-Parent Family Participation Checklist for all Two-Parent Family cases beginning the month the case is authorized for benefits.

IV. EFFECTIVE DATE

The policy is effective February 15, 2018. Please submit any questions regarding this policy to the Operational Support Team (OST) at DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in blue ink that reads "David Locklear". The signature is written in a cursive style with a blue highlight behind it.

David Locklear, Deputy Director
Economic and Family Services

DL/sdm

Attachment:

[Work First Two-Parent Family Participation Checklist](#)