

CHANGE NOTICE FOR MANUAL

Date: July 9, 2003

MANUAL: Work First

CHANGE NO: 07-2003

TO: County Directors of Social Services

EFFECTIVE July 1, 2003, make the following changes to the Work First Manual.

I. BACKGROUND

The purpose of this change notice is to incorporate instructions for writing off claims for overpayments and to incorporate policy regarding the "O" Appeal Indicator for North Carolina Debt Setoff from DSS Administrative Letter 6-2002.

II. SPECIFIC CHANGES

This change adds policy regarding the use of the "O" Appeal Indicator when a debtor should not have been submitted for North Carolina Debt Setoff Collection, but no appeal was requested through the Office of Administrative Hearings.

Instructions have also been added to Section 263, Financial Responsibility, for the process of writing off claims for overpayments.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective July 1, 2003.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

REMOVE		INSERT	
Section	Pages	Section	PAGES
263, Part I	11-22	263, Part I	11-21
		263, Part I	Figure 263-10

If you have any questions, please contact your Work First Representative.

Sincerely,

JoAnn Lamm, Program Administrator

Family Support and Child Welfare Services
Section

JL/DAK/cb

Attachments