



CHANGE NOTICE FOR MANUAL

DATE: July 15, 2004

MANUAL: Work First Manual

CHANGE NO.: 12-2004

TO: County Directors of Social Services

EFFECTIVE August 1, 2004 make the following changes to the Work First Manual.

I. SPECIFIC CHANGES

An EPIS reporting calendar for September 2004 has been added to Figure 1 of Section 118. This calendar should be used for reporting September participation hours in EPIS. Effective October 1, 2004, a new reporting procedure will be implemented. Hours of participation will be reported based on the traditional calendar month. The use of the current EPIS calendar will become obsolete.

Currently, the number of hours needed to meet participation rates is determined by the number of weeks in each month based on the number of Mondays in the month. The new calculation of the number of weeks in a month uses the multiplier 4 for the month of February and 4.3636 for all other months.

For example, if a participant is required to complete 20 hours a week, multiply 20 by 4 if the report month is February, and the required number of hours is 80 hours. For all other months multiply 20 by 4.3636 this requires the participant to complete 87 hours for the month. Required hours for October 2004 and forward will be determined using the calculation rate of 4 or 4.3636.

Always report the actual number of hours a participant completes with the exception of projected hours during the application month. Hours are projected only for the month of application when the adult caretaker has engaged in the minimum weekly average number of hours in each full week of assistance for that month. Instructions for projecting hours of participation during the month of application have been added to Section 118.

Work First

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II. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove Insert

Section Pages Section Pages

118 1-38 118 1-31 118 Figure 1 118 Figure 1

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

Sincerely,

Jo Ann Lamm, Program Administrator

Family Support and Child Welfare Services Section

JAL/cem

Attachments

[WF118](#)

[WF118F1](#)