



## **CHANGE NOTICE FOR MANUAL**

**DATE:** August 30, 2006

**MANUAL:** WORK FIRST MANUAL

**CHANGE NO.:** 06-2006

**TO:** County Directors of Social Services

**EFFECTIVE:** September 1, 2006

### **I. BACKGROUND**

The Deficit Reduction Act of 2005 mandates that applicants provide documentary evidence of U. S. citizenship and identity, except for recipients of Medicare and SSI.

Work First must comply with the mandate, as the current TANF State Plan and North Carolina G.S. 108A-27.9(g) allow an application for Work First to also be an application for Medicaid. As a result of this mandate, the following manual sections have been changed: 102,104, 111, 130, 201, 202 and 206. Work First Policy Section 108 has been changed to comply with Medicaid requirements regarding verification of State Residency. Language clarification has been provided in section 112 regarding kinship and living with rules. Also clarification was provided on the issue of natural and adoptive parents residing within the same household for policy consistency with the TANF State Plan. Additionally, policy has been changed in section 104 to clarify the family unit rule.

### **II. SPECIFIC CHANGES**

#### **Work First Manual Section 102**

A. Language was added to clarify that the citizenship/identity requirement does not apply to 200% services and Emergency Assistance.

B. A note was added to Section 102.1.E to provide guidance regarding alternate funding sources for use with Benefit Diversion cases that fail to meet the enhanced citizenship/identity requirements.

### **Work First Manual Section 104**

- A. Identity was added to the list of items to determine eligibility.
- B. To clarify who is required to be included in the family unit, the language changes policy to state that parents living together with a mutual child cannot receive WFFA under separate cases but is considered to be one family unit.
- C. United States citizenship was removed from the list of information that could be verified by statement or third party verification. Citizenship, identity and residency were added to the list of elements requiring third party verification.
- D. Language added to clarify that non family unit members, in the budget unit, are required to provide information to determine eligibility.
- E. Application processing time extension for citizenship and identity was added to Work First Manual Section, 104 V.B.4.
- F. Policy section, 104VII. G was added to include requirements for the DMA 5069, Special Health Care Needs Questionnaire.

### **Work First Manual Section 108**

A chart has been added to policy listing the acceptable documents to verify state residency to be consistent with Medicaid requirements. Family statement can not be accepted to verify State Residency. Also a signed declaratory statement is required if the family does not have two (2) acceptable documents.

### **Work First Manual Section 111**

- A. All individuals applying for and receiving Work First must provide documentary evidence of citizenship and identity. All references to accepting client statement have been deleted.
- B. Medicare and SSI recipients are exempt from providing documentary evidence of citizenship/identity.
- C. Charts have been added to show the acceptable documentation required to establish U. S. citizenship and identity. The charts range from 1-5, with Chart 1 being the primary source of documentation verifying both citizenship and identity. Charts 2-4 are secondary sources of documentary evidence and require an additional document from Chart 5. It is allowable to use secondary documentation in establishing citizenship and identity.

The expectation is that follow up is complete to ensure at least tier 2 (Chart 2) documents are placed in the individual's case file.

**NOTE: The cost for a birth certificate from the County Register of Deeds where the applicant was born is \$10.00. Birth certificates for births in any North Carolina county may be requested from the North Carolina State Vital Records, 1903 Mail Service Center, Raleigh, NC 27699-1903. The Harnett County Register of Deeds has a pilot program where statewide county requests may also be submitted. Mail requests to the Harnett County Register of Deeds, P.O. Box 816, Lillington, NC, 27546. Indicate on the envelope the request is for Medicaid citizenship documentation. The cost for a certificate from the State Vital Records or Harnett County Register of Deeds office is \$15.00. The length of time to obtain the birth certificate from a county is at least 7-10 days and at least 6-8 weeks from the Harnett county pilot program or the State Vital Records.**

### **Work First Manual Section 112**

A. The term non-relative has been replaced with adult caretaker to provide consistent policy interpretation.

B. Policy was changed to allow the spouse of anyone listed in section 112 II.C to meet the kinship rule. The spousal kinship rule change does not include the spouses of step relatives.

C. Policy was changed in Section 112.II to state when both the adoptive and natural parent live in the same household with the child the natural parent cannot apply for Work First for that child. This provides consistency with policy and the TANF State Plan.

### **Work First Manual Section 130**

A. References were deleted to the Work First Appendices and replaced with Work First Users Manual.

B. When an applicant can not provide proof of citizenship and/or identity and all other eligibility factors have been met, the application is pended until the documentation is provided. Once the verification is provided, the case must be processed within 5 workdays of receipt of the last piece of information. If information to obtain documentation is not received or the documentation request is returned as unable to confirm and all other efforts to obtain the documentation fail, deny the application for not providing necessary information to confirm citizenship and/or identity.

C. Policy has been added to allow applicants that fail to cooperate with his/her MRA Plan of Action to be sanctioned at application.

D. Policy Section 130.III has been changed to allow the completion of the application the next day following the 45th day, if 45th day falls on a non-workday.

### **Work First Manual Section 201**

A. Policy section 201 I B 13 was revised to require documentary proof of citizenship and identity.

B. Policy section 201 I B 20 was added to include the residency requirement.

C. Reference to the DSS-8213A has been deleted. The DSS-5271 has been developed to replace the DSS-8213A.

### **Work First Manual Section 202**

Section 202 II. was updated to include a note regarding the requirement to establish citizenship/identity for newborns at the end of their 12 month eligibility period

### **Work First Manual Section 206**

A. A note was added exempting SSI and Medicare recipients from the citizenship/identity requirement.

B. Section III was removed to delete Automatic Food Stamp reference.

## **III. IMPLEMENTATION INSTRUCTIONS**

This change notice is effective September 1, 2006. For ongoing cases, these changes are effective at the next review or change in situation. Apply the citizenship/identity and residency requirements to applications taken on or after September 1, 2006. For Work First reviews, the citizenship/identity and residency requirements are effective for those started on or after September 1, 2006.

## **IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL**

<b>Remove</b>			<b>Insert</b>	
<b>Section</b>	<b>Pages</b>		<b>Section</b>	<b>Pages</b>
102	All		102	1-18

104	All		104	1-18
108	All		108	1-3
			108	Figure 1
			108	Figure 2
111	All		111	1-24
112	All		112	1-4
130	All		130	1-9
201	All		201	1-4
202	All		202	1-6
206	All		206	1-3

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

Sincerely,



Esther T. High, Acting Chief

Family Support & Child Welfare Services Section

ETH/sdm

Attachments:

[WF102.pdf](#)

[WF104.pdf](#)

[WF108.pdf](#)

[WF108f1.pdf](#)

[WF108f2.pdf](#)

[WF111.pdf](#)

[WF112.pdf](#)

[WF130.pdf](#)

[WF201.pdf](#)

[WF202.pdf](#)

[WF206.pdf](#)

[DSS-5271](#)