



CHANGE NOTICE FOR MANUAL

DATE: June 2, 2011
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 4-2011
TO: County Directors of Social Services
EFFECTIVE: July 1, 2011

I. BACKGROUND

This change notice provides clarification and revision to Work First Manual section 203. Policy was revised to include instruction on the administrative reopen and administrative re-application process for Work First Benefits (WFB) cases.

II. SPECIFIC CHANGES

A. SECTION I

1. It is not required for the family to come into the agency to request and administrative reopen or an administrative reapplication or for the caseworker to complete the process. However, some cases may require the caseworker to schedule an appointment to discuss areas of non-compliance and strategies to overcome barriers to participation.
2. To complete an administrative reopen or reapplication for a WFB case, the family must request their case be reopened by the 10th calendar day of the month following the month the case was closed or transferred to Medicaid. The family must comply with their Mutual Responsibility Agreements and all information needed to reopen the case must be received by the 10th calendar day of the month following the month of termination.

B. SECTION II

1. References to the Family Assessment Section and the ASAP Workbook were removed.
2. For WFB cases all areas of non-compliance with the MRA(s) must be resolved within the first ten (10) calendar days of the month following the month the case was closed or transferred to Medicaid.
3. The family and caseworker must sign and date the MRA(s) and initial any revisions or updates made to the agreements.

4. Send a manual DSS-8109, Notice of Denial, to the family when denying an administrative application or administrative re-open.

C. SECTION III

The notice override field must be blank for EIS to produce an automated approval notice.

III. IMPLEMENTATION INSTRUCTIONS

The policy is effective July 1, 2011.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
203	ALL	203	1-4

If you have questions, please contact your Work First Program Consultant.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/sdm

[WF203](#)

cc: Sherry S. Bradsher
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Work First Local Support
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