



## CHANGE NOTICE FOR MANUAL

**DATE:** February 09, 2016  
**MANUAL:** WORK FIRST MANUAL  
**CHANGE NO.:** 1-2016  
**TO:** County Directors of Social Services  
**EFFECTIVE:** March 1, 2016

### I. BACKGROUND

Work First Manual Section 114, Income and Budgeting, is revised to remove duplicative income and budgeting policies now found in Section 4000 of the Integrated Eligibility Manual (IEM). The revised manual section also removes obsolete policies and processes. Work First Manual Section 114 provides supplemental policy and procedural requirements for income specific to the Work First program and clarification of exceptions noted in the [Integrated Eligibility Manual Section 4000](#).

### II. SPECIFIC CHANGES

#### A. Section I, Countable Income of Household Members

Provides an overview of the treatment of income for specific household members.

#### B. Section II, Applying for Other Government Benefits

1. Applicants/recipients are required to apply for other government benefits for which they may be eligible as a program requirement.
2. Examples of other government benefits may include but are not limited to Social Security, Veterans or Unemployment Insurance Benefits.
3. Procedures for required case actions on applications and ongoing cases subject to this policy.

#### C. Section III, Work First Payment Calculation

Chart of the Work First Need Standard.

**D. Section IV, Job Bonus**

1. Job Bonus is a time limited fixed payment offered to recipient households whose new earned income results in monetary ineligibility for a cash assistance payment.
2. The Work First Family Assistance Job Bonus form, DSS-8222/8222sp, notifies the household of their eligibility for Job Bonus.
3. Households that decline the Job Bonus may qualify for it in the future, if they meet the eligibility criteria.
4. The determination of eligibility for Job Bonus when there is a change in the household composition.
5. If the household fails to report the increased earnings in a timely manner, it is considered non-compliance with the Mutual Responsibility Agreement. If there is a potential overpayment, refer the case to the Program Integrity Unit.
6. Job Bonus months must be concurrent and occur within the same certification period. If there are not three concurrent months remaining in the current certification period discuss with the household the abbreviated Job Bonus period.
7. Any number of months (one, two or three) used for Job Bonus meets the criteria of the lifetime limit for the receipt of Job Bonus.

**E. Section V, Work First Family Assistance Reporting**

1. Certain recipient households are required to complete a Work First Family Assistance Report, [DSS-8127](#).
2. All households required to submit a DSS-8127, have the right to receive assistance in completing the report.

**F. Section VI, Child Support**

If child support income is received by the household for a child who is not a required household unit member, determine whether it is to the household's advantage to exclude that child from the Work First cash assistance unit.

**H. Section VII, Contributions**

The lower contribution amount is used when the case owner is unable to resolve discrepancies between the household's statement and the information on the Contribution form, [DSS-8176](#).

**I. Section VIII, Work Release Funds**

Procedures for determining a household's needs when notified of the availability

of Work Release funds by the Department of Public Safety.

**J. Section IX, Special Instructions for Bank Accounts**

1. Money deposited into a bank account is considered income in the month of deposit.
2. Count the full amount of money deposited into a joint account by a non-household member unless there is an explicit agreement specifying the division of the funds.

**III. IMPLEMENTATION INSTRUCTIONS**

The prior revision of Work First Manual Section 114, dated September 1, 2008, was reformatted to facilitate ease of use and maintain continuity. As a result, policy in manual sub-sections from the prior revision that were not affected by the IEM remain unchanged. These sub-sections have been brought forward and incorporated into the current revision.

DSS Administrative Letter No. 2-2015 is now obsolete. The revision of Work First Manual Section 114 incorporates the policy guidance issued in the prior Administrative Letter.

This policy is effective March 1, 2016. Apply this policy to applications, reviews and changes in situation initiated on or after March 1, 2016.

Please email any questions regarding this policy to DHHS Operational Support Team (OST) at [ost.policy.questions@dhhs.nc.gov](mailto:ost.policy.questions@dhhs.nc.gov)

Sincerely,



David Locklear, Chief  
Economic and Family Services Section

DL/WF

Attachment  
[WF114](#)