

## CHANGE NOTICE FOR MANUAL

**DATE:** January 19, 2022  
**MANUAL:** WORK FIRST MANUAL  
**CHANGE NO.:** WF-CN1-2022  
**TO:** County Directors of Social Services  
**EFFECTIVE:** February 1, 2022

### I. BACKGROUND

The purpose of this change notice is to address Work First Manual Section 114: Income and Budgeting. This section was updated to incorporate the Integrated Eligibility Manual which is now obsolete.

### II. SPECIFIC CHANGES

#### Introduction

- Provided definition of Gross Earned Income, Net Earned Income, Net Unearned Income, and Representative Income.

#### Countable Income of Household Members

- Clarified the exclusion of Supplemental Security Income.

#### Applying for Other Government Benefits

- Provided guidance for the inclusion of income from other government benefits.

#### What Income is Counted

- Provided guidance for the inclusion of all income in determining eligibility unless otherwise noted.
- Added the Earned Income Tax Credit, Job Corps, Senior Community Service Employment Program Title V, State Earned Income Tax Credit, and Education Lottery Scholarship.

#### Budgeting Income

- Provided guidance projecting income, understanding Base Periods, and Evaluating Base Period Income.

#### Budgeting New or Changed Income

- Added guidance for budgeting Changed, Fluctuating, and Temporary income.

#### Budgeting Terminated Income

- Added guidance for budgeting Terminated, Contract, and Annualized Self-Employment Income.

#### Job Bonus

- Added guidance for budgeting Job Bonus income.

#### Child Support

- Provided clarification for budgeting Child Support Income.

#### Scholarships and Other Educational Assistance

- Added guidance for budgeting Educational Assistance.

**Work Release Funds**

- Added guidance for budgeting Department of Correction assistance.

**Lump-Sum Payments**

- Added guidance for budgeting one-time payments not expected to reoccur.

**Special Instructions for Bank Accounts**

- Added an example for budgeting bank accounts.

**III. IMPLEMENTATION PROCEDURES**

This policy is effective February 1, 2022. Please email any questions regarding this policy to the Economic and Family Services Operational Support Team (OST) at [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



Carla West, Senior Director for Economic Security  
Economic and Family Services  
Division of Social Services

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Attachment: WF 114