
WORK FIRST
Reviews for Work First Family Assistance

Change # 4-2010

June 1, 2010

201 – REVIEWS FOR WORK FIRST FAMILY ASSISTANCE

Change# 4-2010

June 1, 2010

I. REQUIREMENTS FOR REVIEWS

Counties must ensure that families who continue to receive Work First Family Assistance are eligible and receive the correct amount of assistance. Eligibility for ongoing assistance must be reviewed periodically. Counties may establish their own schedules within the following minimum requirements for when eligibility reviews must be conducted.

A. **At a minimum, caseworkers** must review a family's eligibility:

1. For families with an adult included, at least once every 12 months during a face-to-face interview; and
2. For child-only cases, within 6 months of the date of application and once every 12 months thereafter. All of these reviews must be face-to-face interviews.

B. At review, complete the following actions:

1. Sign, and have the case head/payee sign, an MRA Core Requirements document (Form DSS-6963A). In addition to the case head/payee, all adults included in the case must sign an MRA. [See Section 103.](#)
2. Document that immunizations/medical checkups are current. See Section 103.
3. Document children's school attendance and progress. See Section 103.
4. Document the family's statement regarding individual criminal violations by having the case head/payee sign and date Form DSS-8228, DSS-5271 or an equivalent form. If there is a reason to doubt the family's written statement, caseworkers may seek additional verification. [See Section 104.](#)
5. Evaluate whether substance abuse screening is appropriate. Substance Abuse screening is not required at each review, but the county may require screening if deemed appropriate. If appropriate, complete the Audit/DAST-10 screening tool. If ongoing recipients refuse or fail to be screened, the family will lose eligibility for cash assistance and must be evaluated for Medicaid. [See Section 104B.](#)
6. Using the Notification of the Family Violence Option ([DSS-6966](#)), notify the participant of the definition of family violence and the right to request a waiver. If the participant refuses to sign the notification, note on the form the refusal to sign. Give a copy to the participant and file the original in the case record. There is no penalty for failure to sign. [See Section 104D.](#)

Note: If caseworkers review eligibility more often than every twelve months, this notification does not have to be done at each review, but it must be done no less than once every twelve months.

WORK FIRST
Reviews for Work First Family Assistance

Change # 4-2010

June 1, 2010

7. Verify and inform the family of the number of months remaining on their state and federal (24 and 60 month) time limits. Inform them of their right to request an extension or a hardship exemption. [See Section 105.](#)
8. Review the family cap provision with every family at each review. [See Section 106.](#)
9. Review the minor parent rules with families that include a minor parent. [See Section 107.](#)
10. Review the case record for documentation of children's ages. If a child's age was verified by the applicant's statement at application, obtain third-party verification at review. [See Section 109.](#)
11. Ensure that the social security number of each individual included on the case has been verified, especially for family members who had to apply for a number or apply for a duplicate card. Unless the family member provides the number or applies for one, the family member cannot receive Work First Family Assistance. [See Section 110.](#)
12. Review the citizenship and identity documents in the case record. Obtain documentation for citizenship and identity if the case record does not contain documentation. [See Section 111.](#)

Document the family's statement as to whether there have been any changes in immigrant status for family members.
13. Review the documentation of kinship in the case record. If the applicant's statement was accepted at application and has not yet been verified by another means, require third party verification at review. [See Section 112.](#) If the kinship requirement was met by legal custody or guardianship of the child(ren), obtain the adult's written statement at each review that the legal custody or guardianship status is still valid.
14. Verify that the child(ren) is (are) living with the case head/payee through collateral contacts or by making a home visit where it is evident that the child lives in the home. See Section 112.16. Verify Income. [See Section 114.](#)
15. Verify Resources. [See Section 115.](#)
16. Explain the recipient's rights and responsibilities.
17. Explain Medical Transportation and sign form.
18. Complete the following online matches via OLV (See Work First Users Manual):
 - ESC
 - BENDEX
 - SDX
 - DOC

WORK FIRST
Reviews for Work First Family Assistance

Change # 4-2010

June 1, 2010

II. INTERVIEW METHODS

The required six month review for child only cases and annual reviews for all other cases must be conducted face to face.

If caseworkers complete reviews more often than every 12 months, caseworkers may use a telephone interview, or a mail in review with telephone follow-up, but a face-to-face review must be conducted at least once every 12 months.

Notify the family of the review appointment using the Appointment Notice ([DSS-8189](#)). The Appointment Notice is produced automatically by EIS based on information contained in the Case Management Report. (See the Work First User Manual for instructions on use of the Case Management Report.)

III. PENALTY FOR A FAMILY THAT DOES NOT COMPLETE THE REVIEW

A. Child Only cases

Families who do not participate in the review interview or otherwise allow caseworkers to complete the periodic eligibility review without good cause (i.e., the family doesn't provide information necessary to determine eligibility), are **ineligible for Work First Family Assistance for at least one month**. The family may reapply at any time. However, do not approve the application with a payment effective date earlier than the month after the month of ineligibility.

B. Work First Benefit cases

Families who do not participate in the review interview or otherwise allow caseworkers to complete the periodic eligibility review without good cause (i.e., the family doesn't provide information necessary to determine eligibility), do not issue a check for the month in which the appointment was missed. Evaluate and transfer the case to Medicaid. The family may reapply for WFFA at any time.

IV. VERIFYING AND DOCUMENTING THE FAMILY'S ELIGIBILITY

Use the Work First Family Assistance Documentation Workbook ([DSS-8228](#)) or another document that contains all of the necessary components to document the family's situation. Counties are strongly encouraged to use the DSS-8228. However, if an agency chooses to use an alternate form, the agency must ensure that the alternate form includes all eligibility criteria, provides the applicant with all required notices and complies with Title VI of the Civil Rights Act and the Americans with Disabilities Act as outlined in the DSS-8228. Use the verification instructions outlined in the specific manual sections.