

CHANGE NOTICE FOR MANUAL

DATE: March 10, 2026
MANUAL: WORK FIRST MANUAL
TO: County Directors of Social Services
Work First Program Administrators, Managers, Supervisors, and Case Managers
CHANGE NO: 01-2026
SUBJECT: Policy Updates
EFFECTIVE: April 1, 2026

I. BACKGROUND

The purpose of this change notice is to provide county staff with an update to Work First Policy Section 110 – Social Security Number Requirement.

II. SPECIFIC CHANGES

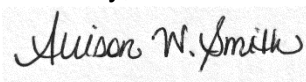
Changes to policy to include clarification to make more user friendly such as:

- Added language that NC FAST will automatically generate and send Form DSS-8146S for any case that does not have a Social Security Number (SSN) entered within 45 days of case activation.
- Removal of word comparable instrument throughout policy.
- Added clarification regarding accepting applied for SSN at application and removing individuals at recertification if SSN is not provided.
- Removal of language relating to EIS, Enumeration Data Sheet, NPN Number, the pre-printed State code (340) and Work First User Manual.
- Added information regarding the use of the SSN BIRT Report found in NC FAST.
- Removal of section “Failure to comply with the social security number requirement” due to policy update.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective April 1, 2026. Please contact your Continuous Quality Improvement Specialist (CQIS) at DSS.Policy.Questions@dhhs.nc.gov with any questions or concerns.

Sincerely,



Allison W. Smith, Deputy Director
Division of Social Services
Economic and Family Services

AWS/gbw

Attachment: WF 110