

CHANGE NOTICE FOR MANUAL

DATE: September 19, 2024
MANUAL: WORK FIRST MANUAL
TO: County Directors of Social Services
CHANGE NO: EFS-WF-CN-07-2024
SUBJECT: Policy Updates
EFFECTIVE: October 1, 2024

I. BACKGROUND

The purpose of this change notice is to provide county staff with an update to the Work First Policy regarding Sanctions.

II. SPECIFIC CHANGES

Section 120

- Section 1 – Background – updated to clarify Work First Services.
- Section II, B: Applying a Sanction - Updated to include a Child Support Non-Compliance – Reduce WFFA Payment by 25% sanction instead of immediate termination.
- Section II, C: Ending a Child Support Sanction- updated to verify the non-coop field is coded “Y” before end dating a sanction and added the Job Aid: “Editing or End Dating a Sanction.”

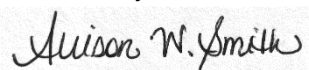
Policy language has been updated to change Work First Family Assistance (WFFA) to Work First Cash Assistance (WFCA) and the nouns “worker” to “case manager,” and the nouns “client/applicant/recipient” to “participant.” The term “MRA-B” has been updated to “MRA-B/OCP.”

The feedback from counties and Directors has been carefully reviewed and incorporated wherever possible.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective **October 1, 2024**. Please contact your Continuous Quality Improvement Specialist (CQIS) at DSS.Policy.Questions@dhhs.nc.gov with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Allison W. Smith". The signature is written in black ink on a light-colored background.

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

AWS/peb

Attachments: WF 120