

CHANGE NOTICE FOR MANUAL

DATE: February 15, 2024
MANUAL: WORK FIRST MANUAL
TO: County Directors of Social Services
CHANGE NO: EFS-WF-CN-02-2024
SUBJECT: Policy Updates
EFFECTIVE: March 1, 2024

I. BACKGROUND

The purpose of this change notice is to provide county staff with an update to Work First Policy regarding the use of the Work First Application and Recertification Documentation Workbook (DSS-8228).

II. SPECIFIC CHANGES

Section 104

- Section I.D: Use the 8228 to: has been updated to clarify that the DSS-8228 must be completed for all Cash Assistance applications. The DSS-8228 should be used to prevent County responsible overpayments and reduce eligibility errors.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective **March 1, 2024**. 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/peb

Attachments: WF 104