

CHANGE NOTICE FOR MANUAL

DATE: March 30, 2026
MANUAL: WORK FIRST MANUAL
TO: County Directors of Social Services
CHANGE NO: **EFS-WF-CN-03-2026**
SUBJECT: Family Cap 106 Policy Updates
EFFECTIVE: May 1, 2026

I. BACKGROUND

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

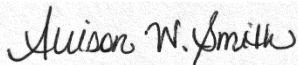
II. SPECIFIC CHANGES

- Included language regarding locations for documentation of family cap;
- Adjusted references throughout to Work First Cash Assistance (WFCA), removed legacy system references, added references to relevant job aid;
- Included self-attestation as a verification method for documenting conception as a result of rape, sexual assault, or incest;
- Inserted family cap determination chart as resource to support the family cap evaluation tool; and
- Added example of family cap when individuals fail to meet citizenship rules.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective May 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/rjs

Attachments:

WF policy section 106
WF Family Cap Evaluation Tool