

CHANGE NOTICE FOR MANUAL

DATE: September 1, 2023
MANUAL: WORK FIRST MANUAL
TO: County Directors of Social Services
CHANGE NO: 01-2023
SUBJECT: Policy Updates
EFFECTIVE: September 1, 2023

I. BACKGROUND

The purpose of this change notice is to provide notification of revision to Work First Manual Section 117: Ongoing Assessment and Services. The policies contained in Manual Section 101: Initial Screening and Assessment are incorporated into Manual Section 117. Administrative Letter AL-04-2009: Work First Assessment of Strengths and Needs (DSS-5298) and Administrative Letter AL-13-2010: Learning Needs Screening Tool (DSS-5327) have also been incorporated into Policy Section 117.

The revised policy incorporates NC FAST terminology, removes reference to and instructions for Medical Assistance and Lifeline Link Up. Manual subsections are re-ordered and repositioned to facilitate reader ease.

II. SPECIFIC CHANGES

Preface Core Values – updated to reflect the current mission, vision and values of the Family Centered Principles of Partnership.

Initial Assessment

- Added Section A – Initial Screening/Assessment to incorporate Work First Policy Section 101. Policy Section 101 will be obsolete effective September 1, 2023.

On-going Assessments

- Incorporated language from AL-04-2009 to include guidance for using DSS-5298.
- Incorporated language from AL-13-2010 to include guidance for using DSS-5327.
- Administrative Letters AL-13-2010 and AL-04-2009 are obsolete effective September 1 2023.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective **September 1, 2023**. Please contact the Continuous Quality Improvement Team (CQIS) at DSS.Policy.Questions@dhhs.nc.gov with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Allison W. Smith". The signature is written in a cursive style and is positioned above the typed name and title.

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

AWS/peb

Attachments: WF 117