

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 5-2013  
(Work First)**

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION:** Work First Program Administrators, Managers and Supervisors  
County Security Officers

**DATE:** November 19, 2013

**SUBJECT:** Termination of the TANF-NDNH

**EFFECTIVE DATE:** Upon Receipt

**I. GENERAL INFORMATION**

The purpose of this letter is to provide information to Work First program staff regarding the termination of the TANF-NDNH data match and the resulting changes for verifying potentially unreported employment.

The Deficit Reduction Act of 2005 mandated that State Temporary Assistance for Needy Families (TANF) agencies develop and implement work verification procedures to identify potentially unreported employment. The Division of Social Services – Work First Program entered into an agreement with the federal Office of Child Support Enforcement to access the National Directory of New Hire (NDNH) to meet that purpose.

The Division of Social Services has made the decision to discontinue the TANF-NDNH data match effective Federal Fiscal Year 2014. The last TANF-NDNH data match occurred in October 2013; there will not be any further updates to the match results stored in Client Services Data Warehouse (CSDW).

**II. POLICY PROCEDURES**

TANF-NDNH match results from prior months will remain in CSDW based on the current two year retention period. The designated TANF-NDNH control person may continue to access these match results to assist with case processing, fraud detection and prevention and increasing work participation rates.

In lieu of continuing TANF-NDNH match results, workers will utilize the Work Number Express Service, ESC Quarterly Wage Match, the ACTS Directory of New Hire and other system resources to identify reported and potentially unreported employment at application, review, change in circumstance and any other times deemed necessary. Please follow the specific policies and procedures related to access and verification for each identified system.

**III. IMPLEMENTATION INSTRUCTIONS**

Access to all TANF-NDNH match results stored in CSDW will be removed for county staff effective July, 1, 2014. Until that time, all staff must continue to follow all policy and security requirements related to the TANF-NDNH.

Review current security and training procedures to ensure all staff with access to TANF-NDNH data (either electronic or hard copy files) received training at initial employment and annual training. Submit a new Agreement to Safeguard Confidential Data for the Control person to [dss.data.management@dhhs.nc.gov](mailto:dss.data.management@dhhs.nc.gov) or fax to NCDSS Data Management at 919-334-1052 no later than December 6, 2013.

Do not submit Participant Training Log(s) or signed agreements for any staff other than the Control person to the Division. The designated staff at the local department of social services (dss) will complete the monitoring tool, Report of Internal Inspection on National Directory of New Hire Data Match. Do not submit the completed monitoring form to the Division but maintain on file at the local DSS agency. Have all documents available for review upon request as part of the NDNH monitoring process. The Division will contact counties to address areas of noncompliance.

#### **IV. EFFECTIVE DATE**

This policy guidance is effective upon receipt. Please email any questions to [WorkFirst.Support@dhhs.nc.gov](mailto:WorkFirst.Support@dhhs.nc.gov).

Sincerely,



David Locklear, Acting Chief  
Economic and Family Services  
Division of Social Services

DL/wf

cc: Wayne E. Black  
Jack Rogers  
Kathy Sommese  
Hank Bowers  
Kevin Kelley  
Work First Program Consultants  
Local Business Liaisons