



CHANGE NOTICE FOR MANUAL

DATE: January 17, 2003

MANUAL: Work First

CHANGE NO: 3-2003

TO: County Directors of Social Services

EFFECTIVE February 1, 2003, make the following changes to the Work First Manual.

I. BACKGROUND

The purpose of this change is to clarify existing Family Violence Policy to include more specific guidelines in the areas of training, notification, screening, waivers, and confidentiality.

II. SPECIFIC CHANGES

Section 104D, Family Violence Option

A. Part IV., Training

This change specifies that all employees must complete Family Violence Option training before speaking with participants about the option.

B. Part VI., Required Notification of Work First Participants

This change specifies that there is no penalty if the participant refuses to sign the DSS-6966, Notification of the Family Violence Option.

C. Part VIII., Assessment

This change addresses crisis intervention by adding policy stating that if the participant is in immediate danger, and consents to do so, the county worker should assist in contacting family violence services immediately.

D. Part XI., Waiver Request

This change clarifies under what circumstances a participant could ask for a waiver of requirements, specifically adding whether or not a specific requirement would unfairly penalize the participant in any way. This change also adds additional examples of requirements that could be waived and adds policy requiring the county to notify the participant of the right to appeal the decision if the waiver is denied, discontinued, or not renewed.

E. Part XVIII., Confidentiality

This change specifically mentions that the participant's information should never be shared with the batterer even if it is a two-parent case and that these couples should never be screened, assessed, or notified at the same time.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective February 1, 2003.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

<u>REMOVE</u>		<u>INSERT</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
104D	1-10	104D	1-10

If you have any questions, please contact your Work First Representative.

This material has been reviewed and approved by the Economic Services Committee.

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section

WRM/DJK/bh
Attachment
[WF104D](#)