

CHANGE NOTICE FOR MANUAL

DATE: May 31, 2005

MANUAL: Work First User s Manual
CHANGE NO.: 1-2005
TO: County Directors of Social Services
EFFECTIVE: June 1, 2005 make the following changes to the Work First User s Manual

I. GENERAL

This change notice transmits revisions to the Work First User s Manual. These changes are outlined below. In addition, several grammatical corrections have been made.

Included in this change notice are the instructions on how to access First Stop and also to provide updated Notice Text information. These instructions are available online in the Work First User s Manual.

II. SPECIFIC CHANGES

A. WF Section 300 EIS Inquiries

- WF 302 is revised to add a note to indicate Substance Abuse sanction is not separately identifiable as MRA on the Budget History screen.
- WF 304 Check history (PC) screen is revised to add a new column to indicate Benefit Diversion. If a Benefit Diversion check is issued, column displays indicator Y .

B. WF Section 400 Verification Inquiries

WF 408 is revised to include instructions on how to access First Stop.

C. WF Section 700 Codes

1. WF 700.01 is revised to add payment type S . This new payment type was effective 01/2005.
2. WF 701.01 is revised to add new denial code M4.
3. WF 701.03 is revised to redefine the definition of Work First Family Assistance Approval codes for cases with Sanction.
4. WF 702 is revised to:
 - Correct change code (5X) adequate and (04) timely.
 - Add two new change codes for Other downward payment changes (73) adequate and (41) timely.

- Add two new change codes for Pay After Performance (9X) adequate and (4X) timely.
- Delete the adequate information which references when the change will be made for transferring a case to MAF.
- Restructure notice text for Work First Job Bonus section.
- Update the notice text wording for specified change codes.

D. WF Section 1000 Automated Budget

- WF 1000.03 is revised to remove instructions on the Automated Budget which stated the sanction end date must be two months after the start date.
- WF 1000.06 is revised to add a note to indicate Substance Abuse sanction is not separately identifiable as MRA on the Budget History Screen.

E. WF Section 1100 On-Line DSS-8125 Screen Instructions

1. WF 1100.03 is revised to include instructions on how to:
 - Approve an application/reapplication and start a new MRA or IV-D sanction.
 - Approve an application/reapplication and start a new Substance Abuse sanction.
 - Approve and add-on adult-to an ongoing case after compliance with child support.
2. WF 1100.04 is revised to add instructions on how to:
 - Apply a IV-D sanction to an ongoing case.
 - Apply an MRA sanction to an ongoing case.
 - Apply a Substance Abuse sanction to ongoing case.
 - Transfer from MAF-C to AAF pay type 4 or 5 . These instructions can be found in EIS volume 3, section 3451.
 - Change from AAF pay type S to AAF pay type 1 or 2 .
 - Change from AAF pay type 4 or 5 to MAF-C.
 - End an MRA or IV-D sanction to an ongoing case.
 - End a Substance Abuse sanction to an ongoing case.

F. WF Section 1300 Pay After Performance

- WF 1300.01 is revised to explain the difference between a two parent case in Pay After Performance with pay type 2 and a two parent case in sanction with pay type S .

- WF 1300.09 is revised to add failure to meet sanction requirements after three months of non-issued payments as another reason for automatic transfer from AAF to MAF-C.

G. WF Section 1400 Tracking Functions

- WF 1400.01 is revised to include instructions to manually add months on the 24/60 months fields on the Eligibility Tracking (ET) screen when a DMA-5022 is keyed to issue payment(s).
- WF 1400.04 is revised to include instructions on how to approve Authorization of New Job Bonus and Online Job Bonus Edits.

The Work First User's Manual has been updated with these changes and is available in PDF format (see below).

If you do not have access to the on-line manuals, you may obtain a hard copy (limit **one** per county) of the Work First User s Manual by emailing jacqueline.mcdonald@ncmail.net.

III. INSTRUCTIONS FOR MAINTAINING WORK FIRST USER'S MANUAL

To maintain your current hard copy of the Work First User's Manual:

1. Go to the DSS On-Line Manuals website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/man/index.htm>
2. Click on Change No. 1-2005
3. Click on the CN 1-2005 and the attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
300	1-8	300	1-8
400	1-9	400	1-11
700	1-29	700	1-29
1000	1-6, 13-16	1000	1-6, 13-16
1100	1-25	1100	1-34
1300	1-5	1300	1-5
1400	1-8	1400	1-9

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief
Performance Reporting and Automation Section

HB/abs

Attachments

[WF_CN1-2005](#)

[WFum300](#)

[WFum400](#)

[WFum700](#)

[WFum1000](#)

[WFum1100](#)

[WFum1300](#)

[WFum1400](#)