

CHANGE NOTICE FOR WORK FIRST MANUAL

MANUAL: Work First

CHANGE NO: 10-2003 Dated: November 3, 2003

TO: County Directors of Social Services

EFFECTIVE: Upon receipt, make the following changes to the Work First Manual.

I. CHANGE

As noted in a terminal message (2003-56) issued October 13, 2003, the EPIS reporting calendar currently in the Work First Manual (Section 118, Figure 1) is incorrect beginning with October 2003. October 2003 is a five week month with the weeks beginning September 29, October 6, 13, 20, and 27. The attached calendar is correct.

III. IMPLEMENTATION INSTRUCTIONS

When keying hours into EPIS for October 2003, verify that hours are entered for five weeks.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
118	Figure 1	118	Figure 1

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

Sincerely,

Jo Ann Lamm,

Family Support and Child Welfare Section

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[Attachment](#)