

## CHANGE NOTICE FOR MANUAL

DATE: November 6, 2012

**MANUAL:** Work First User's Manual  
**CHANGE NO.:** 2-2012  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **November 1, 2012**, 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.

### II. SPECIFIC CHANGES

#### A. Table of Contents (TOC)

The Table of Contents is revised to add section 1400.09 Disability Tracking.

#### B. WF300 EIS Inquiries

1. WF301.01.C. Social Security Number-Application Inquiry is being revised to add field 'D' (Disability) to the inquiry screen.
2. WF301.02.A. Pending Applications is being revised to add field 'D' (Disability) to the inquiry screen.
3. WF301.02.B. Disposed Applications is being revised to add field 'D' (Disability) to the inquiry screen.
4. WF303.01 Current Case Data is being revised to add field CHEAD/DIS to the CD screen.
5. WF306.01 Current Individual Data is being revised to add field DIS to the ID screen.
6. WF306.02 Current Individual Profile is being revised to:
  - a. Add fields WF JQ BEGIN DATE to the IP screen.
  - b. Add WF JQ END DATE to the IP screen.
  - c. Add DISABILITY IND to the IP screen.

**C. WF700 DSS-8124, DSS-8125, and Check History Codes**

1. WF700.01 Case Level Coding is being revised to add the Disability Indicator tracking values and descriptions.
2. WF700.02 Individual Level Coding Case Status is being revised to add the Disability Indicator tracking values and descriptions.
3. WF700.02 Individual Level Coding – Work Registration Codes-Work Eligible Individuals is being revised to provide a new description for code B.

**D. WF800 DSS-8124 Screen Instructions**

1. WF800.02 Keying An Application/Reapplication
  - a. WF800.02.D. The Process Menu Produces the EIS FORM 8124 Screen is revised to:
    - (1) Add field 'D' on the EIS Form 8124 screen.
    - (2) List the 'D' values (Y or N).
  - b. WF800.02. E. After Keying the Family's Information on the DSS 8124 is being revised to:
    - (1) Display the new field 'D' (Disability) on the EIS Form 8124 screen after ENTER is pressed.
    - (2) Add a NOTE indicating that EIS will no longer display the middle initial on the DSS 8124.
2. WF800.03 Making Changes to a Keyed Application  
WF800.03.A. is revised to add the code 'D' (Disability) to the table.

**E. WF1100 On-Line DSS-8125 Screen Instructions**

1. WF1100 is revised throughout the section to:
  - a. Add 'DIS' (Disability) as a new mandatory field on the case level.
  - b. Add 'DIS' (Disability) as a new mandatory field on the individual level.
2. WF1100.01 Accessing the DSS-8125 Process is being revised to add the DIS (Disability) field to the DSS 8125 screen.
3. WF1100.03 Application Approvals is revised throughout the section to:
  - a. Add 'DIS' (Disability) as a new mandatory field on the case level.
  - b. Add 'DIS' (Disability) as a new mandatory field on the individual level.
4. WF1100.05 Making Changes to An Active Case  
WF1100.05.C. Removal of Information is being revised to indicate that the disability (DIS) indicator can be removed by using the delete key.

5. WF1100.06 Making Changes To An Inactive (Terminated) Case

WF1100.06.A. Mandatory Fields is being revised to indicate that the disability (DIS) indicator can be changed.

**F. WF1200 Benefit Issuance**

1. WF1200.02 Regular Run/Program Cut-Off is being revised to change the cutoff from the fourth work night to the second work night from the end of the month.

2. WF1200.03 Program Deadlines is being revised to change the cutoff from the fourth work night to the second work night from the end of the month.

3. WF1200.04 General Instructions – DMA-5022

a. WF1200.04.I. is being revised to remove:

(1) Reimbursement for county-issued regular payments.

(2) Reimbursement for county-issued adjusted payments.

b. WF1200.04.II.C. Section C of the DMA-5022 is being revised to remove:

(1) Request for reimbursement for county-issued adjusted payments.

(2) Request for reimbursement for county-issued regular issue payments.

(3) County Check Number – If the request is for reimbursement of a county issued check, enter the county check number. Ensure the check number is entered as far to the right as possible and precede with zeros.

NOTE: Section has been renumbered.

**G. WF1400 – Tracking Functions**

1. WF1400.03 Work First Family Violence Waiver Tracking

WF1400.03.II. Individual Profile (IP) Screen is revised to:

a. Add WF JQ BEGIN DATE to the screen.

b. Add WF JQ END DATE to the screen.

c. Add DISABILITY IND to the screen.

2. WF1400.09 Disability Tracking has been added as a new section.

**H. WF1500 Medicaid Coverage Procedures**

WF1501.08 Individual and Medicaid Eligibility History Inquiry A. Id Inquiry is being revised to add the DIS field on the Id inquiry screen.

**I. WF1700 State Office Contacts**

WF1700.02.D. DHHS Controller's Office is being revised to add the new contact address and phone number.

**III. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST USER'S MANUAL**

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

- A. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/chg/>
- B. Click on Change No. 2-2012.
- C. Click on the "CN 2-2012" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
- D. Open the 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 hard copy of the manual:

Remove		Insert	
<u>SECTION</u>	<u>PAGES</u>	<u>SECTION</u>	<u>PAGES</u>
Table of Contents	1-2, 5-6	Table of Contents	1-2, 5-6
WF300	1-4, 9-10	WF300	1-4, 9-10
WF700	1-4, 7-8, 13-14	WF700	1-4, 7-8, 13-14
WF800	1-8	WF800	1-8
WF1100	1-74	WF1100	1-79
WF1200	1-5	WF1200	1-4
WF1400	1-2, 5-6, 21-22	WF1400	1-2, 5-6, 21-24
WF1500	1-2, 13-14	WF1500	1-2, 13-14
WF1700	1-4	WF1700	1-4

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

Sincerely,



Hank Bowers, Chief  
Performance Management/Reporting &  
Evaluation Management Section

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Attachments  
[WF\\_CN2-2012](#)  
[WFumTOC](#)  
[WFum300](#)  
[WFum700](#)  
[WFum800](#)  
[WFum1100](#)  
[WFum1200](#)  
[WFum1400](#)  
[WFum1500](#)  
[WFum1700](#)