

## CHANGE NOTICE FOR MANUAL

DATE: October 31, 2006

**MANUAL:** Work First User's Manual  
**CHANGE NO:** 4-2006  
**TO:** County Directors of Social Services  
**EFFECTIVE:** November 1, 2006 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. WF Table of Contents

The Table of Contents is revised to change the outline of the section.

#### B. WF 1600 TDC - TANF Collection Report Instructions

Section 1600 is revised to:

1. Reformat the outline.
2. Include a new one digit numeric field entitled, 'Work Eligible' to the Person Level Data screen (Adults Screen) and the Adult Only Data section on the Affiliates Screen. Click on the drop-down box to select the correct code for the adult. This code indicates if the adult is eligible to work. 'Unknown' is not an option.

### III. INSTRUCTIONS FOR MAINTAINING THE 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. 4-2006

3. Click on the "CN 4-2006" 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:

<b><u>REMOVE</u></b>		<b><u>INSERT</u></b>	
<b><u>SECTION</u></b>	<b><u>PAGES</u></b>	<b><u>SECTION</u></b>	<b><u>PAGES</u></b>
<b>TOC</b>	<b>1-2, 5-6</b>	<b>TOC</b>	<b>1-2, 5-6</b>
<b>1600</b>	<b>1-6, 9-16, 21-23</b>	<b>1600</b>	<b>1-6, 9-16, 21-23</b>

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

Sincerely,



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

HB:wc  
Attachments

[WF\\_CN4-2006](#)  
[WFumTOC](#)  
[WFum1600](#)